

The approach

ROLE: Assistant Director (maternity cover)

LOCATION: The Approach, 47 Approach Road, E2 9LY

DETAILS: Part time / 4 days (including occasional weekends, evenings and travelling) / 1 year contract starting May 2024 / salary – commensurate with experience

DEADLINE: 18 March 2024 / 6pm GMT

The Approach is a commercial gallery co-directed by Jake Miller and Emma Robertson. Located in Bethnal Green above The Approach Tavern, for over twenty-five years it has operated an internationally recognised programme from its East London base. The gallery is known for discovering artists and establishing their careers as well as making intergenerational curated group shows a strong focus.

We are looking for an Assistant Director to join the team for a temporary period of one year to cover our Director who will be going on maternity leave in May 2024. We would like a friendly and reliable team member who has at least three years' experience working with a gallery environment, who has an excellent knowledge of contemporary art and a personable manner, confident at speaking to a range of clients, artists and art industry professionals.

PERSON SPECIFICATION

ESSENTIAL:

- Excellent knowledge of contemporary art
- Excellent knowledge of arts database systems, esp. ArtLogic
- Excellent communication skills with confidence speaking about art to the public
- Good experience making sales and creating opportunities for artists
- Previously worked at art fairs as a sales representative / managed art fair applications and all related administration
- Experience with invoicing, tracking payments and artist production
- Understanding of tax and customs procedures
- Good experience of building and maintaining relationships, especially artist and client liaison
- Confident travelling as a solo representative

DESIRABLE:

- Existing client base
- Existing relationships with press contacts
- Experience securing exhibitions, collaborations and opportunities for artists
- Writing exhibition texts and producing content
- Experience writing funding applications
- Knowledge of AML policies
- Understanding of shipping and logistics procedures
- Understanding of loans and consignments
- Knowledge of Adobe Suite (including Photoshop and InDesign)

Please send a CV (max 2 pages) and covering letter (max 500 words) describing your relevant experience and suitability for the role to info@theapproach.co.uk by 6pm, Monday 18 March 2024