

Operations Coordinator

Deadline: 25 November 2020

Please send a CV along with a cover letter to info@arcadiamissa.com

Job description

Arcadia Missa is looking for an Operations Coordinator to join its team.

This is an opportunity for someone with excellent organisational skills and a practical background in the arts to become an essential member of our team and to work on all aspects of the gallery's operations and projects.

The candidate will also have the opportunity to gain experience in editorial work within both the publishing and the exhibition programmes.

Arcadia Missa represents artists from many backgrounds, and is committed to ensuring that our team reflects this diversity. We therefore welcome applications from people who have been typically underrepresented in the visual arts and the commercial gallery sector.

Start date: February 2021

Terms: 6-month fixed term contract, with a view to extend
4 / 5 days per week, can be negotiated

Salary: £22-25,000 per annum (pro-rata) depending on experience

Summary of duties

-Art handling: installation of artworks at the gallery, fairs and other projects.

-Coordinating and organising the shipping of artworks to/from the gallery and its storage, to/from artist studios, art fairs, clients; keeping track of budgets and providing accurate customs documentation.

-Packing of artworks at the gallery/storage; overseeing crating and more complex packing; ensuring the correct labelling of all artworks / crates.

-Cataloguing and carrying out basic condition reports; producing installation instructions for artworks; arranging conservation; issuing certificates of authenticity, loan and consignment agreements; keeping Gallery database up-to-date with artwork locations.

-Organising photography and documentation of artworks and exhibitions.

-Assist with the organisation of exhibitions, art fairs, events and projects, and production of artworks.

-Update the Gallery's main and viewing room websites.

-Office management: ordering stationery and supplies, ensuring the gallery and office are tidy at all times, organising post, courier and packages.

-Front of house: open and close the gallery as required, greet visitors and ensure press releases are available; be present at gallery openings and events.

-Assisting with copy editing for the gallery and publications (optional/should the candidate want to gain experience in the editorial side of our work)

Skills (required)

- Art handling experience (hanging, installation, condition report and packing)
- Basic art shipping experience
- Strong administrative skills and an acute attention to detail
- Excellent organisation skills: the ability to multitask efficiently, work within a fast-paced and demanding environment, meet tight deadlines and manage own workload
- A proactive, problem-solving attitude and a strong sense of initiative
- IT skills: MAC OS and MS Suite

Skills (desired)

- Adobe Creative Suite (inDesign and Photoshop)
- Photographic skills (documentation of artworks, post-production)
- Experience with CMS systems such as WordPress
- An interest in contemporary art and the programme at Arcadia Missa
- Comfortable interacting with people (including in person, by email, voice and video calls)

About Arcadia Missa

In late 2014, Arcadia Missa was established as a commercial gallery after being a project space since 2011. Alongside the gallery, Arcadia Missa has a publishing programme, comprising the journal How to Sleep Faster, artist and writer novellas, and occasional anthologies.