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# Example of Gallery Assistant Job Description

Our innovative and growing company is looking to fill the role of gallery assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for gallery assistant

* Follow up and research all relevant auctions
* Photography, updating image archives, and Photoshop editing
* Event planning (tracking RSVPs, venue research)
* Management of gallery’s online presence, including Facebook, Twitter, Google Plus, Artnet, 1st Dibs, Artspace, and gallery website
* Range of gallery assistant duties including running errands, assisting art handler, answering calls, greeting clients, and other duties as needed
* Responsible for unpacking books and restocking inventory maintaining all display areas
* Handling all aspects of daily sales
* Assist in the creation of exhibition materials (press packages, checklists )
* Registrarial responsibilities
* Liase with press contacts to execute proper listings, updates to online profiles

## Qualifications for gallery assistant

* Undergraduate degree in art history or a related subject
* Non-violation of confidential information
* Very organized and highly detail-oriented
* Proactive work ethic, positive attitude and flexible working style, ability to multitask
* Proficient user of Microsoft Office with a Mac platform, email, internet, databases
* Bachelor’s degree with experience working in a gallery, museum, or related art institution