

Senior Gallery Assistant

Red Barn Gallery at Larch Cottage Nurseries Ltd - Penrith

From £13.50 an hour

Job Description

We are looking for a senior person to manage the Gallery. This is a very diverse and exciting role for an Art Lover and a mature individual.

The Upstairs gallery displays the works of well-known ceramicists, painters and jewellers from all over the UK (and Europe). Downstairs is an extension to Larch Cottage selling a choice selection of home fragrances and homewares. We are looking for a gallery manager to coordinate everything within. You will need excellent organisation and communication skills.

Key responsibilities as our Senior Gallery Assistant:

Upstairs: You will be responsible for liaising with artists and arranging delivery of their works then labelling them accordingly. Ensuring the gallery is well-presented, clean and tidy as well as hanging and positioning paintings and sculptures.

You will keep simple accounts in order to present to our accountant at the year end and keep track of stock levels- recording goods in and out.

Downstairs: You will work with the existing team labelling and displaying goods in and ensuring the lower floor is kept tidy and well presented.

Requirements

Personality is everything in this role as with any other role within our family business. We are looking for a mature, warm, engaging, and professional individual who can motivate and lead a team.

You must be presentable and confident interacting face-to-face and on the phone.

You will be a self-motivated individual that feels as passionate about selling art and providing a personal and unique service to our clients as we do.

As part of a small team, we do ask for flexibility and adaptability regarding responsibilities and working hours, as you will be required to work weekends and work with the existing team to cover holidays etc

Normal hours: 4 days per week. Sunday-Wednesday. 9am-5pm.

Job Types: Part-time, Permanent

Pay: From £13.50 per hour

Benefits:

- Additional leave
- Company pension
- Employee discount
- On-site parking

Ability to commute/relocate:

- Penrith CA10 2DR: reliably commute or plan to relocate before starting work (required)

Work Location: In person