

hannah traore gallery

Location: 150 Orchard St, New York, NY 10002

Position Type: Full-Time - In Person

Job Description: Gallery Executive Assistant

We are looking for a highly organized and proactive **Gallery Executive Assistant** to support gallery operations and provide personal assistance to the Gallery Owner. The ideal candidate is professional, personable, and thrives in a dynamic, creative environment.

Key Responsibilities

Administrative & Personal Assistance

- Maintain organization of the gallery's central email account and cloud server.
- Prioritize and manage incoming correspondence, ensuring urgent matters are addressed promptly.
- Distribute emails, files, and documents to the appropriate team members in a timely manner.
- Provide administrative support by managing the Gallery Owner's calendar, scheduling meetings, and preparing agendas.
- Coordinate travel arrangements, including booking flights, accommodations, and transportation for the Gallery Owner.
- Organize staff meetings, write and distribute meeting notes, and assist in coordinating schedules.
- Assist the Gallery Manager in liaising between the owner, artists, and clients through email correspondence.
- Occasionally serve as a liaison for exhibition-related contractors with the assistance of the Gallery Manager.
- Compile receipts and assist in managing expense reports.
- Conduct research projects as needed.
- Occasionally assist with personal errands and appointments for the Gallery Owner.

Gallery Maintenance & Front Desk

- Serve as the primary point of contact for visitors, providing a warm and professional welcome.

- Handle inquiries with discretion, offering information on artists and exhibitions.
- Stay informed about exhibiting artists' practices and artworks to engage knowledgeably with gallery visitors.
- Maintain the gallery's pristine presentation, ensuring a polished and inviting space at all times.
- Oversee the upkeep of the owner's office, including mail sorting and stocking office and exhibition supplies.
- Track and order inventory to ensure office, hospitality, and exhibition supplies are well-stocked.
- Assist with visitor engagement, tracking client interest, and facilitating sales inquiries.

Marketing & Communications

- Manage social media accounts, drafting and scheduling Instagram posts and stories.
- Engage with online audiences by responding to messages and comments in a professional and timely manner.
- Assist with the maintenance of the gallery's online presence, including Artsy, Google Drive, Microsoft OneDrive, and Mailchimp.
- Prepare communications such as emails, invoices, previews, and press kits as directed.
- Routinely update artist CVs and maintain records of press coverage.

Database & Inventory Management

- Occasionally assist the Gallery Manager with entering new inventory into the database.
- Maintain up-to-date knowledge of the gallery's artwork inventory, availability, holds, and sales.
- Track and follow up on invoices to ensure timely payment processing.
- Assist with artwork shipping and logistics, coordinating with shippers and ensuring documentation accuracy.

Knowledge, Skills, and Abilities

- Strong written and verbal communication skills.
- Highly organized, detail-oriented, and capable of managing multiple tasks.
- Administrative and IT proficiency, including data management and scheduling.
- Self-motivated and independent, with a hands-on work ethic.
- Problem-solving mindset and ability to anticipate needs.
- Ability to handle sensitive information with discretion and urgency.
- A general interest in and enthusiasm for contemporary fine art and the gallery's program.

The work hours are from 10:30 am to 6:30 pm, Tuesday through Saturday. This is a full-time position, and additional hours will be required for special events, openings, and participation in art fairs.