

Job Description

Gallery Assistant – Aird's Lane & Osborne Street

Start date : ASAP

The Modern Institute is a Glasgow based international contemporary art gallery. It represents, exhibits and promotes the work of 43 artists based in the UK and Internationally. The Modern Institute programs up to 12 exhibitions a year in its own gallery spaces and helps organise numerous other exhibitions in Museums and private galleries on behalf of its represented artists. The Modern Institute also participates in international art fairs throughout the year.

1. Principal Aim of the Post:

The Gallery Assistants will be required to work across several areas in the gallery, both independently as well as on tasks to support the Directors, Registrar and Archive Department and to work alongside the Project Coordinators. The role is varied and dynamic and seeks an individual with knowledge and interest within the field of contemporary visual art.

2. Principal Duties and Responsibilities:

- Cataloguing of Artworks and Exhibition archive - Using the gallery database to keep full, accurate and current inventory records of each artists' work.
- Artists' Support and Archive - Liaising with staff, artists and external galleries to ensure up to date biography and bibliography for each artist. Managing an archive of marketing and press coverage for all artists, exhibitions and projects, as well as the gallery and director's press coverage.

- Photography and Image processing – assisting in exhibitions and artworks as required. Image processing including PDF presentations for exhibitions, sales and artist portfolios. iPad image audits.
- Assisting the Registrar Department to ensure that the correct paperwork for shipments – export and import, is received from shippers. Certify documentation is saved to the allocated folder.
- Assisting the Registrar Department to recharge clients / institutions for shipping and crating services.
- Working on database and archive project updates as required.
- Database updates and data entry and logging of historical information onto new system
- Updating and strategising social media campaigns on a regular basis.
- Any other duties as required.

3. Gallery Front of House

- Greeting gallery visitors, talking about exhibitions, the gallery and artists as required; assisting with large group visits and talks alongside other gallery staff as needed.
- Opening and closing Aird's Lane and Osborne Street, and invigilating during gallery hours.
- Ensuring the gallery and office area remains presentable and all artist / exhibition documents are replenished as required.
- Assisting during exhibition openings if available / required and events at Aird's

Lane and Osborne Street.

- Answering the telephone at Aird's Lane and Osborne Street when present.
- Manage outgoing post and courier shipments as required.