
WE'RE HIRING

Gallery Assistant

Northmere Gallery, London

Northmere Gallery is seeking a motivated, organised and enthusiastic Gallery Assistant to join our team.

Northmere Gallery presents exhibitions and projects across art, design, photography and interdisciplinary creative practices. We collaborate with international galleries and artists to bring diverse creative perspectives to our exhibition programme.

We are looking for someone with a real curiosity about contemporary art and visual culture, excellent communication skills, and a proactive approach to supporting the day-to-day running of the gallery.

LOCATION

26 Barrett Street
London W1U 1BG

EMPLOYMENT TYPE

Full-time or part-time, with
occasional evenings and weekends
for events

SALARY

Paid role, salary depending on
experience

CLOSING DATE

31 October 2026

TO APPLY

CV and cover letter to hr@northmeregallery.com
Subject line: Gallery Assistant

THE ROLE

Key responsibilities

01	Gallery Operations	Assist with the daily running of the gallery, ensuring the space is professional, welcoming and well presented.
02	Exhibition Support	Support exhibition installations, artwork handling and presentation, de-installation, and general exhibition preparation.
03	Visitor & Client Relations	Welcome visitors, provide information about exhibitions and artworks, and assist with enquiries from collectors, clients and art professionals.
04	Artist & Gallery Liaison	Support communication and coordination with artists, partner galleries, suppliers and other collaborators.
05	Art Sales Support	Assist with artwork enquiries, sales administration, client follow-ups and maintaining accurate artwork and client records.
06	Events & Private Views	Help organise and deliver exhibition openings, private views, talks and other gallery events.
07	Marketing & Social Media	Assist with preparing exhibition announcements, updating social media, creating content and supporting the gallery's online presence.
08	Administrative Support	Assist with scheduling, documentation, inventory management and general administrative tasks.

Requirements

- A genuine interest in contemporary art, design, photography and creative culture.
- Strong organisational skills, attention to detail and the ability to manage multiple tasks.
- Excellent verbal and written communication skills.
- A professional, friendly and confident manner when interacting with visitors and clients.
- A proactive, reliable and flexible approach to work.
- Good computer skills, including Microsoft Office or Google Workspace.
- An interest in social media and digital content creation.
- The ability to work independently and collaboratively as part of a small team.

HOW TO APPLY

Please send your CV and a short cover letter introducing yourself, your interest in contemporary art, and why you would like to join Northmere Gallery.

hr@northmeregallery.com

Subject line: Gallery Assistant

Closing date: 31 October 2026

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Desirable skills

- Previous experience in an art gallery, museum, art space, creative studio or cultural organisation.
- A degree or relevant background in art history, fine art, art management, design, photography or a related field.
- Experience with exhibition installation, artwork sales, client relations or event coordination.
- Familiarity with Instagram and other digital communication platforms.
- Additional language skills, particularly Mandarin Chinese, are an advantage.

What we offer

- The opportunity to gain hands-on experience in a professional gallery environment.
- Exposure to international gallery collaborations, exhibitions and creative projects.
- Opportunities to develop skills in exhibition coordination, art sales, client relations and gallery operations.
- A collaborative environment for someone looking to build a career in the art and cultural sector.

We look forward to hearing from candidates who care about art and want to grow within the gallery sector.