Gallery Associate Director / Sales

Job Description

Dienst + Dotter Antikviteter is currently looking to fill a full-time position for an ambitious, friendly and motivated Gallery Associate Director.

We are the world’s leading dealer in Scandinavian and Norther European antiques, paintings and decorative objects spanning from the Baroque to Mid-Century with a selection of Contemporary artists.   
  
The Associate Director will work with all aspects of gallery operations, including: client sales, inventory, styling, photoshoots, media, online growth, and ongoing brand development and expansion.

The ideal candidate must be personable, organized, outgoing, with excellent time and project management skills, and possess excellent computer skills.

Responsibilities include but are not limited to:

* Sales, working in a team environment
* Assisting clients
* Maintaining the appearance and organization of gallery
* Developing expertise in the gallery’s inventory and represented artists
* Assisting with marketing and outreach efforts
* Researching new business opportunities
* Assisting in coordinating events
* Providing administrative and research support to the gallery owner and Director in managing the day-to-day operations of the gallery

Job Requirements

* 2 years minimum experience working with sales, in an art, antiques, or a related endeavor, is preferred
* Strong verbal and written communication skills
* Willingness to work in a fast-paced environment
* Experience with inventory databases a plus but not mandatory
* Proficient in Microsoft Office Suite, Adobe Creative Suite, etc.
* Bachelor’s degree required; relevant field preferred
* Salary Commensurate with experience, and an opportunity to participate in the gallery’s continuing success.
* Benefits package available.

Please send cover letter and resume to Sarah Hill at [info@dienstanddotter.com](mailto:info@dienstanddotter.com)   
No telephone calls or walk ins



ANTIKVITETER

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