



Gallery Manager – full time position

Purpose of the Job

The Gallery Manager will work with the Artistic Director, Curators, and other members of the team. The post is responsible to the Artistic Director of Valletta Contemporary, Norbert Francis Attard.

Main Responsibilities

- To lead all organisational aspects of setting up the new gallery for META foundation.
- To prepare all necessary contracts between artists, curators and Valletta Contemporary, including direct sales and agreements for exhibitions, commissions, publications, etc.
- Co-ordinate exhibition program with the Artistic Director, to liaise with invited artists and curators.
- To manage bookings for the educational program including rental space to corporate events.
- To manage all temporary and permanent staff and source sub-contractors for projects.
- To manage the day to day business of the gallery, offices and shop.
- To manage all financial matters including handling of cash, security and banking.
- To manage sales of artworks on behalf of the gallery.
- To oversee the management of projects and events within Valletta Contemporary and any external events that may be programmed.
- To prepare business plans, forecasts, sales targets and monthly reports.
- To represent the business interests Valletta Contemporary on a national and international level.
- To lead fundraising initiatives and source sustainable sources of financing.
- To maintain the highest standards of customer and visitor experience.
- To oversee Valletta Contemporary's Membership Program.
- To oversee the marketing and public relations of Valletta Contemporary, including promotional campaigns, press and online media.
- To take care of shipping of works with the assistance of the gallery assistant.
- To co-ordinate with the Art Gallery Consultant regarding the merchandise of the gallery shop.

Essential

- Excellent communication skills and good team worker, the ability to lead and motivate a team. Must be excellent in organisational ability.
- An enthusiasm for contemporary visual art.
- Retail and customer service experience.
- Experience of working with artists and curators.
- Bachelor's degree in art history or related area. Other degrees such as in arts management, business studies, marketing and sales, would be most beneficial.
- Extremely organized and punctuality is most essential.
- Detail-oriented and highly educated.
- A knowledge of the legal aspects of the art world would be a plus.
- Masters level or above in contemporary art would be a plus
- Strong written and oral communication in languages, other than Maltese and English.

Working hours

Flexible hours, reflecting the operational business of a private art gallery with complimentary activities and services.

Application

To apply please email a motivation letter and curriculum vitae to:

norbert@vallettacontemporary.com by Monday 12th of March 2018, 5pm

Interviews for shortlisted candidates will be held 19th of March 2018

Please note, we are unable to give feedback on individual applications.

The desired commencement date for the position of Gallery Manager is the 2nd of April 2018.