

Editions Assistant

Background

For over a century the Whitechapel Gallery has premiered world-class artists from modern masters such as Pablo Picasso, Jackson Pollock, Mark Rothko and Frida Kahlo to contemporaries such as Sophie Calle, Lucian Freud, Gilbert & George and Mark Wallinger.

With beautiful galleries, exhibitions, artist commissions, collection displays, historic archives, education resources, inspiring art courses, dining room and bookshop, the Gallery is open all year round, so there is always something free to see.

The Gallery is a touchstone for contemporary art internationally, plays a central role in London's cultural landscape and is pivotal to the continued growth of the world's most vibrant contemporary art quarter.

Role

The *Editions Assistant* will work closely with the Editions Manager, Editions Officer and Editions Sales Officer to deliver all aspects of the production, storage, customer care and sales of Whitechapel Gallery's portfolio of Limited Edition artists' prints. The Editions Team is part of Whitechapel Gallery Ventures, the trade subsidiary of Whitechapel Gallery, comprising the Director of Commercial Enterprises, Editions Manager, Editions Officer, Editions Sales Officer, Events Officer, Publications Manager and the London Art Book Fair Project Manager.

Accountability

The *Editions Assistant* is line-managed by the Editions Manager.

Duties and Responsibilities

Production & Logistics

- Assisting with the production and development of new editions.
- Responsible for the general care, conservation and storage of artworks.
- Overseeing the general order and navigability of the Editions storage area.
- Responsible for packing, shipping and collection of sold editions together with the Editions Sales Officer and Editions Officer.
- Liaising with Whitechapel Gallery's framing partners.
- Assisting with the annual Editions stock take.
- Assisting with planning, logistics and organisational tasks around Art Fair participation.

Sales & Customer Care

- Actively contributing to meeting income targets, in conjunction with the Editions Manager, Editions Sales Officer and Editions Officer

- Together with the Editions Sales Officer and Editions Officer, responsible for all customer care and order fulfilment of Editions, Publications and Multiples.
- Attending UK and International Art Fairs and selling Editions to meet agreed targets as required.
- Post-Art Fair customer follow-up and order fulfilment.
- In liaison with the Editions Manager and Editions Sales Officer, assisting with the delivery of sales events, promotions and campaigns to drive sales of Editions.

Administration & Finance

- Responsible for filing and database management of editions stock and sales information in conjunction with the Editions Sales Officer and Editions Officer.
- Administering sales invoicing for editions orders and liaising with the Finance Department to ensure payments are completed.
- Recording and monitoring expenditure for supplies and services.
- Recording income for sales through online channels.
- Reporting on sales and providing details of income, stock valuation and expenditure when required.

Design & Marketing

- In liaison with the Editions Officer and Editions Sales Officer, uploading content to Whitechapel Gallery website and 3rd party sites, managing stock and ensuring good promotion and exposure of editions.
- Assisting with producing content for print and digital sales material.
- Assisting with the management of editions content on the gallery website; formatting images and text.
- Compiling and maintaining collector databases in line with GDPR for use in marketing and promotion of stock.
- Assisting with organising signage for use at art fairs and internal display.
- Liaising with photographers to document editions and assisting the team with formatting and colour correction if needed.

General

- Answering of general enquiries about publications and editions.
- Represent Whitechapel Gallery at public events, meetings and networking on behalf of the organisation.
- Any other duties deemed fit by the Editions Manager.

Personal Specification

Essential:

- Excellent communication skills, both written and verbal
- A collaborative approach, contributing positively and creatively to the team dynamic
- Organised and self-motivated with impeccable attention to detail

- Excellent project and time management skills
- Proven sales experience and excellent customer care with the drive to exceed expectations
- Experience working with external suppliers and across departments, with the ability to devise and execute operational procedures to the highest standards
- Comfortable communicating effectively with a wide range of internal and external stakeholders with tact and diplomacy
- Excellent administration skills
- Confident with Microsoft Office Excel, Adobe Photoshop and InDesign
- Interest in and knowledge of contemporary visual arts and artists' limited editions

Desirable:

- Experience of edition production and processes
- Knowledge of art handling and conservation protocols
- Experience of framing and packing artwork for international shipping
- Experience of working at art fairs

Conditions of Work

- Permanent Part-time contract: 3 days a week
- Hours of work: 9.30am – 5.45pm, flexible but ideally Tuesday, Wednesday plus an additional day. Includes occasional weekend and evening work, which will be compensated by time off in lieu.
- Salary: £22,500
- The period of notice is 2 months in writing on either side
- Probation period: 6 months.

In addition, the benefits you are eligible to receive are, subject to availability:

- 25 days annual (pro rata for part-time staff)
- Eligibility to participate in the group personal pension scheme with the Gallery contributing 4.5% of annual salary.
- £200 per annum research and travel grant (pro rata equivalent for part time staff)
- Discount from the Gallery bookshop
- Discount from the Whitechapel Café/Bar
- Discounts on editions (one per edition) and publications
- Training opportunities
- Option to participate in the Busy Bees Childcare Voucher scheme.