

FRAENKEL

Sales Associate 2023

Fraenkel Gallery is seeking a full-time Sales Associate.

The ideal candidate is someone who is passionate and interested in the arts/larger creative arena and is eager to learn. Candidates will have a BA in Art History and/or Arts Administration, and at least two years of experience at an art gallery or related arts institution. Superior communication skills, the ability to multitask under pressure, and a thorough working knowledge of the history of photography and contemporary art are required.

Must be comfortable with improvising, taking initiative, and remaining calm under pressure. Flexibility and the ability to receive feedback are essential qualities for success in our small team. Discretion, a collaborative spirit and a positive attitude are essential requirements for this role.

Primary responsibilities include:

- Working alongside the gallery Directors in conversations with collectors, artists and institutions
- Assisting Directors in overseeing online sales platforms
- Interacting with the public in front-facing capacity including answering phone calls, and fielding visitor and collector questions at the front desk
- Supporting the design and development of digital sales tools, including PDF presentations and online viewing rooms
- Collaborating with multiple departments (Digital, Shipping, Artist Liaisons, etc.)
- Supporting Directors' outreach via phone, email and online presentations
- Monitoring and researching global art markets to identify trends and implement sales strategies
- Working closely with the client development team, collating collector lists for emails, offers, reactivation campaigns and other outreach
- Providing editorial assistance to Press Officer and Social Media team, as needed
- Participating in gallery openings and events
- Maintaining a presence in the Bay Area arts community as a representative of the gallery

Desired Skills:

- Comfortable being in a front-facing in-person role
- Strong interest in photography and the contemporary art market
- Basic familiarity with Adobe Suite: specifically Acrobat and InDesign
- Experience working across teams in a fast-paced environment
- A fierce attention to detail

Position Hours:

This position is full-time and on-site; **regular hours are in-person Tuesday through Friday, 9:30-5:30 and Saturdays, 10-5**, with occasional evening events. Anticipated salary range is \$65,000 - \$70,000, commensurate with experience. **Interested candidates should please contact position@fraenkelgallery.com with a cover letter & resume.**

Fraenkel Gallery is committed to pursuing and hiring a diverse workforce and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of any characteristic protected by applicable federal, state or local law.