

Gallery Administrator & Front of House Assistant

Permanent, Full-Time | Monday–Friday, 9am–5pm
Gow Langsford Gallery, Auckland

Applications close 30 September 2026

We are seeking a personable, organised and adaptable Front of House / Gallery Assistant to join our Auckland team.

This is a varied, hands-on junior role and an excellent opportunity to gain experience within an established commercial gallery. As an important point of contact for visitors, you'll help create a welcoming and professional experience for clients, collectors, artists and the public, while supporting the wider gallery team.

The role encompasses front-of-house, administration, sales, registrar and collection support, as well as assisting with exhibitions, events and art fairs. It is suited to someone at an early stage of their career who has a genuine interest in art, is organised and personable, and enjoys working in a dynamic environment. Previous gallery experience is welcome but not essential.

The role is primarily based at our City Gallery, with occasional work at our Onehunga Gallery and offsite for exhibitions, events and art fairs.

Key Responsibilities

Front of House & Gallery Operations

- Act as the main point of contact for visitors to the gallery, providing a warm and professional welcome.
- Manage reception duties, including answering and directing phone calls and responding to general enquiries.
- Maintain the gallery as a professional and welcoming commercial environment, ensuring public areas are tidy and well presented.
- General day-to-day upkeep as required.
- Assist with the organisation and smooth running of gallery events, openings and other activities.

Administration & Director Support

- Provide general administrative and occasional PA support to the Gallery Directors.
- Assist with scheduling, correspondence and other administrative tasks as required.
- Support the wider team with day-to-day operational tasks and projects.

Registrar & Collection Support

- Assist the Registrar with cataloguing and maintaining records of artworks.
- Photograph artworks and undertake basic image editing using Photoshop.
- Assist with stock management and organisation of the gallery stock room.
- Coordinate artwork valuations and related administration.
- Processing online orders

Sales & Client Support

- Assist with sales enquiries and provide general support to the gallery sales team.
- Communicate professionally with clients and visitors and assist with the presentation and sale of artworks.
- Support the team with client follow-up, artwork information and other sales-related administration.

Art Fairs & Events

- Assist with the preparation and delivery of gallery events, exhibitions and art fairs.
- Work additional hours, including some evenings and weekends, when required for openings, events and art fairs.

Essential Skills & Experience

- Relevant tertiary qualification in Arts Management, Fine Arts, Art History or a related field.
- Minimum two years' experience in a client-facing, customer service, sales or similar professional role.
- Proficiency in Adobe Creative Suite, particularly Photoshop.
- Strong knowledge and genuine interest in contemporary and modern art.
- Excellent verbal and written communication skills.
- Professional and confident telephone manner.
- Strong working knowledge of Microsoft Office.
- Excellent organisational skills and attention to detail.
- Ability to manage multiple tasks and priorities in a busy environment.

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Advantageous

- Experience using Art Logic or similar gallery/collection management software.
- Previous experience working in a commercial gallery, museum, auction house or arts organisation.
- Experience with artwork handling, cataloguing or inventory management.
- Clean drivers' license

Personal Attributes

The successful candidate will be:

- Personable and welcoming, with the ability to create a positive first impression for visitors and clients.
- Confident and professional, with an excellent telephone and interpersonal manner.
- Positive, energetic and solutions-focused.
- Adaptable and willing to take on a broad range of responsibilities.
- Highly organised, reliable and attentive to detail.
- Comfortable working both independently and as part of a team.
- Interested in building strong relationships with clients, artists and colleagues.
- Able to maintain a calm and professional approach in a busy environment.

Hours

Monday–Friday, 9am–5pm, with some additional evening and weekend work required for gallery openings, events and art fairs and occasional cover on Saturdays.

Permanent full-time position.

How to apply

Please apply with you CV and cover letter to applications by 30 September. Applications will be reviewed as they are received. Applications@glg.co.nz

Please do not send photos of your own artworks.