

Gallery Communications Manager

Overview:

Altman Siegel is seeking an experienced **Gallery Communications Manager** to join our dynamic team. This full-time role requires a highly organized, detail-oriented, and proactive individual who can manage multiple responsibilities efficiently. The ideal candidate will have strong writing and communication skills, an eye for design, and technical expertise in digital asset management, social media, and marketing strategies.

The position requires proficiency in Adobe Creative Suite (Photoshop, Bridge, InDesign, Premiere) and a background in copywriting, archiving, and content creation. A BA or higher in art history, visual arts, or a related field, along with prior experience in a similar position, is preferred.

This role requires the ability to set and meet deadlines, manage competing priorities, and work both independently and collaboratively. The candidate must also be punctual and reliable.

Key Responsibilities:

Marketing, Sales & Digital Strategy

- Prepare **sales previews**, newsletters, and marketing emails.
- Create and manage engaging **social media content**, ensuring consistency in branding and messaging.
- Draft and design **newsletters, press materials, and other promotional content**.
- Develop **narrative descriptions of artworks** for sales and marketing outreach.
- Assist in **drafting content for social media posts** and marketing materials.
- Create and manage **news posts** and updates on the gallery website.
- Provide support for the **production of online viewing rooms**.

Archiving & Digital Asset Management

- Oversee **image processing, filing, and digital asset management**.
- Handle **image reproduction requests**.
- Maintain an **organized and accessible archive** of artist materials, exhibitions, and press.
- Update artist **CVs, bios, and press packs** regularly.
- Generate and maintain **artist press PDFs and dossiers**.
- Read and archive **press materials** and maintain artist press records.
- Maintain and update artist-related materials on the **gallery website**.

Essential Skills & Qualifications:

- **Self-starter** with strong organizational and problem-solving skills.
- Ability to **set and meet deadlines** while managing multiple priorities.
- Adaptable and flexible in a fast-paced, evolving environment.

- **Clear communicator** with excellent attention to detail.
- Thorough and forward-thinking—able to anticipate next steps and execute efficiently.
- Strong **copywriting** and editorial skills.
- Keen **eye for design** and branding consistency.
- Experience with **archival best practices** for digital and physical assets.
- Ability to work both independently and as part of a small, collaborative team.

Technical Proficiency:

- **Adobe Creative Suite** (Photoshop, Bridge, InDesign, Premiere for basic video editing).
- Experience with **digital asset management, archiving methods, and website content updates**.
- Familiarity with **Artlogic, Artsy, and other gallery management platforms** is a plus.

Schedule & Work Environment:

- **Full-time position** with standard gallery hours:
 - Tuesday–Friday: 10 AM – 6 PM
 - Saturday: 11 AM – 5 PM
 - Additional hours required for **openings, events, and art fairs**.
- The role requires punctuality and reliability, as the manager is responsible for opening and closing the gallery daily.

How to Apply:

Interested candidates should submit a cover letter, resume, and relevant work samples to **Becky@altmansiegel.com** with the subject line “**Gallery Communications Manager Application.**”