

THOMAS HENEAGE ART BOOKS

42 DUKE STREET ST JAMES'S LONDON SW1Y 6DJ

ART BOOKSELLER /GALLERY ASSISTANT

About us: Thomas Heneage is a Gallery Bookshop that has been in Duke Street St. James's for almost 40 years.

We specialize in books for the art market and works of art, our core business being in catalogues raisonnés, monographs and international exhibition catalogues.

We stock the most authoritative books on any subject and in any language, irrespective of its being new or second hand. We have developed Art||Library a management system for Fine and Decorative Art Book collections. We exhibit at Fairs in the UK, US and Europe which you may be expected to attend. You will report to and work closely with the shop manager.

We seek a Gallery Assistant. The role involves making and processing sales; serving customers; cataloguing new, second-hand and rare books; social media marketing and promotion. You will take an active role in the day-to-day running of our prestigious book shop. In the course of your duties, you may meet and deal directly with the leading players in the Art World; Collectors, Dealers, Museum Directors, Curators and Art Historians. You will observe the day-to-day practicalities of the business side of the art world.

Salary starting from: £23,500 subject to experience.

About you: You must demonstrate a strong interest in the arts and be knowledgeable about one or more of the subject areas we cover. You must be a careful researcher and have a keen eye for detail. You must enjoy selling. You must speak and write English fluently and have a working knowledge of at least one language other than English, preferably German, Italian, French, Spanish, Russian or Chinese.

Terms of Employment: Normal hours will be Monday to Friday, 9.30am to 6:00 pm with one hour's lunch break to be taken by agreed rota. You will report to, and work closely with, the Shop Manager. There will be times when you may be required to work overtime; at weekends or abroad according to the needs of the business. You are entitled to 4 weeks (20 days) holiday per year, by prior arrangement. Holiday time must be agreed at least 30 days in advance.

Presentation: Thomas Heneage Art Books is a prestigious shop, and you are to be appropriately dressed expected at all times.

How to apply: Email your CV and covering letter explaining why we should hire you to Charlotte (charlotte@heneage.com); please include the dates you are able to start. If you come from abroad, you must be able to demonstrate to our satisfaction that you have all necessary documentation and permissions to enable you to take up employment in the UK.