

Job Title: Exhibition Production Assistant
Location: London, UK
Reports to: Gallery Director
Type: Full-time

About Us: Gallery 1957 is a contemporary art gallery with spaces in Accra and London, dedicated to showcasing innovative art by emerging and established artists from Africa and beyond. We provide a platform for cultural exchange through exhibitions, residencies, and participation in international art fairs. We are seeking a highly motivated Exhibition Production Assistant to join our team and support the planning, setup, and smooth execution of exhibitions at Gallery 1957.

Job Overview:

Gallery 1957 is looking for an organized, creative, and proactive Exhibition Production Assistant to support the planning, execution, and operations of our exhibitions and programming in London. This role is central to ensuring that exhibitions are delivered to the highest standard, requiring strong production and project management skills, excellent communication, and a passion for contemporary art. The Exhibition Production Assistant will work closely with the Directors, logistics team, artists, external partners, and the wider Gallery 1957 team across Ghana to ensure smooth operations across all stages of exhibition production.

Key Responsibilities:

Exhibition Production & Logistics

- Support the planning, setup, installation, and deinstallation of exhibitions at Gallery 1957 London.
- Coordinate logistics such as artwork transport, handling, and condition reporting.
- Coordinate with artists, technicians, and logistics teams to ensure all production requirements are met.
- Prepare exhibition materials including wall texts, labels, and price lists.
- Monitor installation schedules to ensure projects stay on track.

Gallery Operations

- Support daily gallery operations to maintain a professional, welcoming environment for visitors, artists, and collectors.
- Oversee maintenance needs and ensure lighting and all other systems are functioning properly.
- Assist with visitor engagement, including providing exhibition information and occasional guided support.

Administrative & Project Coordination

- Maintain accurate documentation such as schedules, budgets, artwork inventories, contracts, and loan forms.
- Communicate with artists, partners, and shipping agents to ensure smooth project coordination.
- Track expenses and assist with preparing and monitoring exhibition budgets.
- Manage contacts and create sales assets for exhibiting artists using Artlogic.

1957

Gallery 1957, I, II and III Accra
Kempinski Hotel Gold Coast
& Galleria Mall
PMB 66 — Ministries
Gamel Abdul Nasser Avenue
Ridge — Accra
Ghana
info@gallery1957.com

Gallery 1957, London
1 Hyde Park Gate
London, SW7 5EW
UK
london@gallery1957.com
Instagram: @gallery1957
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Gallery

Communications & PR Support

- Assist in drafting press releases, newsletters, and promotional materials for exhibitions and programs.
- Coordinate with the gallery's PR team and media partners to support press coverage.
- Contribute to digital communications, including basic social media support related to exhibitions.
- Oversee the booking of photographers and videographers to document exhibitions and related events.

Events, Fairs & External Programming

- Assist with planning and executing exhibition openings, talks, receptions, and related public programs.
- Support logistics for the gallery's participation in art fairs, including preparing materials for application forms and coordinating shipments.
- Travel to fairs or external events when required to support onsite operations.

Required Qualifications and Skills:

- Proven experience in coordination, administration, or project management roles.
- Basic understanding of exhibition installation and handling of artworks.
- Familiarity with design tools (Adobe Suite, Canva) is a plus, with strong presentation skills.
- Proficiency in Microsoft Excel and Google Suite.
- Strong research skills – able to gather, organize, and analyze information to support programming, artist outreach, and promotional strategies.
- Excellent written and verbal communication skills, including the ability to write basic press texts and professional emails.
- Ability to build strong relationships and communicate effectively with artists, partners, press, and team members.
- Self-starter with attention to detail and ability to multitask.
- Creative thinker who can work independently and collaboratively.
- Passion for contemporary African art and understanding of the Ghanaian and global art scene.
- Willingness to take initiative, troubleshoot issues, and adapt to evolving project needs.

Why Join Us?

- Be part of a dynamic and influential gallery shaping contemporary art in Ghana and internationally.
- Work closely with emerging and established artists from across Africa and the diaspora.
- Contribute meaningfully to impactful exhibitions, programs, and cultural dialogue.
- Gain hands-on experience across all aspects of exhibition production, operations, and programming.
- Support the gallery's participation in international art fairs and global partnerships, with opportunities for travel.
- Access professional development opportunities and exposure to global art events.
- Receive competitive compensation aligned with experience.

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How to Apply:

If you are a highly motivated and organized individual with a passion for contemporary art, we would love to hear from you. Please submit your CV, a cover letter outlining your relevant experience and qualifications, and any supporting portfolio or references to info@gallery1957.com, with 'Exhibition Production Assistant' as the subject line.

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