

Senior Gallery Manager (Sales & Operations) – Venice

Patricia Low Contemporary is seeking an experienced and highly autonomous **Senior Gallery Manager** for its Venice gallery.

This is a senior role for a candidate with a strong sales background, excellent organizational skills, and the ability to manage the gallery independently in close coordination with the gallery owner and the wider team (registrar, artist liaison, communication team, and accountant).

Profile

- Minimum 5 years' experience in a contemporary art gallery, auction house, or comparable art-world role
- Proven sales experience and confidence working directly with collectors
- Fast, precise, and highly organized
- Commercially intelligent, discreet, and reliable
- Able to work independently and proactively
- Comfortable managing multiple priorities in a fast-paced environment
- Fluent in Italian and English (French a plus)

Key Responsibilities

Sales & Client Relations

- Active sales and development of a local and international client base
- Direct contact with collectors, advisors, and institutions
- Preparing sales presentations, price lists, PDFs, and private views
- Managing pre- and post-sale processes in coordination with the accountant and shipping partners
- Maintaining and updating client and artwork databases (Artlogic / Views / Drive)

Gallery Management & Operations

- Day-to-day management of the Venice gallery
- Welcoming visitors and ensuring a professional, informed reception of exhibitions
- Coordinating suppliers and ensuring the smooth running of the space (maintenance, utilities, security systems)
- Acting as the gallery's on-site representative in Venice
- Close collaboration with the registrar, who oversees inventory, storage, and artwork logistics

Exhibitions, Events & Coordination

- Coordinating exhibitions with artists, curators, and external partners, in collaboration with the artist liaison
- Organizing openings, private views, dinners, and collector events
- Managing guest lists and hosting clients during events
- Coordinating photoshoots, catalogues, and price lists
- Coordinating closely with the communication team to ensure accuracy, consistency, and timely delivery of newsletters, invitations, press materials, and social media content
- Coordinating with the accountant on invoicing, payments, and administrative follow-up, including Italian electronic invoicing

Working Conditions

- In-gallery presence: Tuesday–Saturday, 10:00–13:00 / 14:00–18:00 (flexibility required around events)
- Based in Venice

What We Offer

- A senior position with real responsibility and autonomy
- A clearly structured team environment with defined roles
- Direct involvement with international artists and collectors
- A dynamic role within an established contemporary art gallery

- Compensation commensurate with experience and performance