



JOB POSTING

Job Title: **Gallery Manager**

Organization: **Patel Brown**

Location: **21 Wade Avenue, Unit 2, Toronto, ON M6H 1P4**

Start date: **Immediately**

Overall responsibility

As the Gallery Manager, you will be responsible for a range of tasks associated with the daily operations of the gallery. These activities include: administration, client greeting and services, event management, programming assistance, sales tracking and fulfillment, exhibition install coordination and technical support, wrapping of art works and transport logistics, gallery maintenance and managing gallery inventory. They will work closely with the gallery directors and owners to realize the potential of all activities and projects undertaken. The Gallery Manager will also be required to attend gallery related events outside of work hours from time-to-time.

Key areas of responsibility

The duties associated with this role include, but are not limited to the following:

- Greeting clients and presentation of works
- Management of the gallery database including artwork and contact entries.
- Gallery communications such as responding to emails, phone calls
- Coordination with gallery artists in view of exhibitions and art fairs
- Coordination of exhibition installations and preparation of gallery space with art handlers
- Art work wrapping, handling, installation and transportation coordination
- Drafting artists sales reports
- Oversee sales administration: invoicing, sales tracking and fulfillment
- Coordination of gallery special events such as client dinners and other gallery hosted events
- Develop and maintain client relations, including providing sales assistance
- Lead and sometimes support art fair logistics
- Respond to emails and gallery phone calls
- Management of gallery maintenance including ordering supplies and light cleaning as required
- Other duties as assigned.

Terms of employment

On average : 40h/week
Tuesday to Saturday
Occasional evenings for opening receptions and gallery events.

Salary and benefits

\$45,000 to \$60,000

Patel Brown offers health and wellness benefits packages to all permanent employees.

Qualifications

- Trustworthy and effective team player who is able to adapt, and take a solution oriented approach
- Strong communication skills both oral and written.
- Art history and contemporary art knowledge and capacity to present artist practices to public - experience in cultural mediation, an asset
- Exhibition install experience or equivalent
- Previous arts administration, gallery, or sales experience
- Highly organized, dependable, takes initiative and able to work independently
- Can work in a fast-paced environment
- At ease in a Mac computer environment and Google Workspace (excel/sheets, drive, etc.)
- Knowledge of art management database software is an asset
- Working knowledge of Adobe Creative Suites programs is an asset

Please submit application materials including CV and cover letter no later than **January 12th, 2026** to Jennifer@patelbrown.com with “**Gallery Manager**” in the email subject line.

Please note that only those selected for an interview will be contacted.