

RECRUITMENT NOTICE

Manager: Arthouse Contemporary

Job Category:	Permanent (Full-Time)
Job Level:	Manager
Reporting Relationship:	Founder/CEO
Location:	Lagos, Nigeria
Required Experience:	Undergraduate degree, 4+ years experience in project management

ABOUT THE ROLE

Arthouse Contemporary is looking for a dynamic professional to oversee the general operations of our multi-layered arts platform. The Manager will work closely with the Arthouse team in operations, communications and project management for our auctions, artist residencies and special projects. This is an exciting opportunity to be part of a creative, passionate, and tight-knit team working with some of the most talented artists in Africa.

COMPANY PROFILE

Founded in 2007, Arthouse Contemporary is an international auction house that specialises in modern and contemporary art from West Africa. With auctions held three times a year in Lagos, Arthouse Contemporary aims to create awareness of the scope of contemporary art in the region, encourage international recognition towards its talented artists, and strengthen the economy of its art market. Arthouse Contemporary also organizes the non-profit artist residency programme, the Arthouse Foundation, alongside special projects. .

Website: Arthouse Contemporary www.arthouse-ng.com

Website: Arthouse Foundation www.arthousefoundation-ng.com

Facebook: @arthousecontemporary @arthousefoundationng

Instagram: @arthousecontemporary @arthouse_foundation

JOB DESCRIPTION

The Manager will work as the lead point person in preparing our auctions, residencies and special projects, alongside our team. The ideal candidate will be organized, detail-oriented, proactive and thorough with all relevant documentation as it pertains to Arthouse.

Responsibilities:

- Maintain a detailed inventory of art pieces, sales, auctions, and exhibitions; including photographing, captioning, and labelling artworks
- Create artwork lists for auctions and communications with catalogue designer; Manage auction catalogue development and production
- Develop and maintain records and contracts for projects and correspondence with artists, museums, galleries and collectors
- Event coordination for auctions and special projects
- Assist with program management for artists in residence, including coordinating travel plans, visas and project logistics
- Implementation of communications strategy: draft press releases, coordinate email blasts and newsletters, provide PR support as needed, and liaise with media contacts
- Communications with Sponsors and Partners
- Reviewing and monitoring project targets, ensuring that projects adhere to set timelines and budgets
- Provide the team with general administrative, logistical, and project management support
- Research best practices and emerging trends in the art industry
- Identify new opportunities and partnerships to boost brand awareness locally, regionally and internationally

Qualifications:

- Undergraduate degree
- 4+ years experience working in project management

Desired Skills:

- Knowledge of and a strong interest in art history, photography, and design
- Basic knowledge of art handling practices
- Good knowledge of the Lagos cultural scene
- Experience in sales and guest relations
- Independent judgement and decision-making skills
- Ability to manage shifting priorities, whilst still maintaining accuracy and ensuring efficiency around internal systems and procedures
- Must be responsible and able to exercise absolute discretion with artists, clients and collectors
- Proactive, self-driven, and self-managed with a strong work ethic
- Copywriting, editing and proof-reading skills
- Excellent organizational skills and attention to detail
- Creativity and flexibility, with the ability to prioritise and manage projects with minimal supervision

APPLICATION SUBMISSION:

Please email submissions@arthouse-ng.com, with a one-page cover letter and CV, with "Manager Application" as the subject line.

Deadline: March 1, 2020

Please note: Only successful applicants will be contacted.