

## Print Studio Administration Assistant

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Company: DeMontfort Fine Art

Location: United Kingdom

Category: office-and-administrative-support

DeMontfort Fine Art is part of the world's largest and fastest growing network of contemporary art galleries. Our mission is to make beautiful artwork accessible to an ever-increasing audience of customers. As we approach the opening of our 90th Gallery, we continue to pride ourselves in delivering an exceptional customer experience. Our business embraces those who have a wealth of personality and motivation, and in return offer exciting career opportunities in an inspirational and expanding environment.

### **The Role**

Reporting to the Printing Manager, you will be responsible for supporting the Product Creation Team with any administration duties related to processing our Limited Editions. We are looking for a candidate to cover a 12 month maternity contract on a full time basis where you will be working Monday to Friday: 8am - 4:30pm.

### **Duties will include:**

Ordering Print studio supplies (paint, paper etc).

Liaising with artists for signing availability.

Checking and booking in purchased limited editions.

Assigning a barcode and certificate of authenticity to every piece of limited print.

Assigning an edition number to limited editions.

Preparing new stock for up coming releases.

Invoicing artwork.

Sending replacements certificates to customers.

Liaising with other departments for stock availability.

Picking and packing artwork.

Moving artwork around the Operations Centre.

This truly is a unique and exciting role for an individual who is looking for a varied role, someone who is responsible and has good attention detail skills.

### **Requirements**

Good IT / Computer skills.

Excellent attention to detail skills.

Administration experience.

Good communication skills.

Team player as there will be ad hoc duties that you may pick up to assist the department.

### **Rewards and Benefits:**

We recognise hard work so we give you 33 days annual leave (including Bank Holidays).

Contributory employee pension scheme.

Join the wider company at social events throughout the year.

We offer a 24/7 helpline for you and your relatives, somebody to talk to, mental health assessments and action plans for short term counselling.

We offer you benefits and discounts including food, drink, retailers and fun days out.

Milestone rewards to celebrate your big life events both inside and outside of work.

Seasonal 'Thank you' gifts from the company throughout the year.

Free HQ and Operations parking.

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