



STEP



# Magnum Gallery

## Gallery Assistant,

Location of role: 63 Gee Street, London EC1V 3RS

Placement hours: 25 hours per week

Working pattern: 10am-6pm 2 days a week  
11am-6pm 1 day a week

Placement length: 12 months

Salary: £11.95/hour

## About Magnum

Magnum Photos is a photography cooperative founded in 1947 by Robert Capa, Henri Cartier-Bresson, George Rodger and David “Chim” Seymour. Originally started as an agency, Magnum now has many additional functions and departments, including **Education, Editorial, E-commerce, Licensing, Museum & Cultural projects**, and **print sales** for all photographers – these are managed by the Gallery.

Magnum Gallery represents all generations of Magnum photographers and estates, honouring the legacy of its **75-year-old** archive whilst nurturing the vision of the co-operative's younger generation of photographers. Operating in both **Paris** and **London**, the gallery has a robust **online and offline exhibition program** and works with **institutions, collectors** and widely promotes **public engagement** with photography at all levels. Magnum Gallery is also present at leading art and photography fairs around the world.

From October 2023 – March 2024, the gallery will present **5 exhibitions** across **4 locations** in **Paris and London**, and present booths at **Paris Photo** and **AIPAD New York**.

<https://www.magnumphotos.com/magnum-gallery/>

## About the role

The Gallery Assistant role is a new position that will be primarily responsible for supporting the **exhibition programme** in London, **inventory management**, and **responding to client enquiries**. Other tasks may include **event support, overseeing artwork installation with art handlers** and helping to **co-curate online and offline exhibitions**, and **art fair booths**. We are a small but agile team and we are looking for someone who is hands-on and keen to learn. Further responsibilities include:

- Cataloguing prints in the Magnum Print Room and updating ArtLogic
- Assisting with gallery events (ordering refreshments, managing guest lists, cultivating clients at openings)
- Assisting with art fair administration, framing & delivery
- Assisting with production for exhibitions (printing, framing, price lists etc.)
- Helping to ensure that the exhibition spaces are kept tidy at all times
- Ordering prints for clients from photographers
- Managing the packaging and delivery of prints

## Skills and experience

- Strong communication and writing skills
- Able to manage a fast-paced work environment and keep to deadlines
- Must be highly organised and detail-oriented
- Proficient in Microsoft Office and Google Workspace applications

- Client-facing experience desirable
- Photography/art expertise desirable, enthusiasm essential!
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## About STEP

STEP is a training programme for young East Londoners local to the Olympic Park, who are ready to bring ideas, creative energy and perspectives to the creative and cultural sector.

You must be;

- Aged 18 to 30
- Resident of Hackney, Newham, Tower Hamlets and Waltham Forest
- We welcome applicants who have been educated outside of the above boroughs but priority will be given to those that have attended school or college in these boroughs

Through STEP, you'll get paid London Living Wage over a 12-month training programme to develop a range of skills and creative approaches and build on your network across different organisations or departments. You'll complete a work-based placement, grow as part of a peer network, take part in regular professional development workshops, and get a budget to produce a collaborative project. We'll also connect you with a specialist industry mentor, provide careers coaching and continue to offer support as part of our community after the programme.

## How to apply

Complete our STEP application form by 10am on Friday 29 September, you can upload video or audio responses.

[STEP application form](#)

## For more information

If you require information in an alternative format, or want to speak to us about any access requirements, please contact us at [goodgrowthub@anewdirection.org.uk](mailto:goodgrowthub@anewdirection.org.uk)

Go to the Good Growth Hub website to find out more here about the STEP programme, book in to attend one of our information sessions, hear from STEP alumni and read out application guide for some expert tips.

<https://goodgrowthhub.org.uk/programmes/step>

