

# OCULA

Ocula is a highly curated platform offering comprehensive access to the programmes of leading galleries and art organisations around the world. The platform also features Ocula Advisory with international reach, access and expertise, and *Ocula Magazine*, which offers a fresh perspective on the artists and ideas shaping art tomorrow. Ocula is a compelling destination and resource for collectors, curators, advisors and followers of contemporary art everywhere.

## **THE ROLE: Gallery Liaison & Media Sales Assistant**

Ocula is seeking someone with a passion for contemporary art and a strong desire to build a career in the international art market to join our team at a crucial time of growth. Working directly with the Director of Media & Membership Sales and the Director of Gallery Relations, you will support media and gallery sales and account management, provide administrative support, and assist the directors in ensuring the continued success of the Ocula Gallery Network.

### **Responsibilities include:**

#### **General:**

- Act as an Ocula representative at art world events and when interacting with current/potential clients.
- Update CMS with sales notes and schedule timely follow up reminders as needed.
- Build and maintain close relationships with Ocula's gallery and media partners.
- Maintain knowledge of our suite of additional paid services.
- Come up with creative solutions to meet our partners' bespoke needs.
- Research competitors' advertising offerings and products.
- General administrative support.
- Consistently look for value-add opportunities to improve the product and service offering to our gallery partners.

#### **Gallery Relations:**

- Build and maintain productive working relationships with assigned Ocula member galleries.
- Liaise with gallery members for programming and content.
- Maintain and load content using Ocula's custom CMS, *MyGallery*.
- Provide clients with technical support and advice.
- Work with the Ocula content & social media teams to identify and deliver support to member galleries as required.

#### **Membership & Media Sales:**

- Assist the Director of Membership and Media Sales throughout the sales cycle with a view to manage your own group of sales leads within an assigned territory.
- Manage and track Ocula's sales pipeline information in our custom CMS, *MyGallery*.
- Assist the team with sales prospecting.
- Support the creation, sending and scheduling of campaign bookings.
- Client reporting: prepare post advertising and/or sponsored content reports for paid campaigns.

## **ABOUT YOU**

- Knowledge and passion for Contemporary Art.
- Arts degree or 2+ years working at a gallery or business in the arts preferred.
- Collaborative with excellent interpersonal, verbal and written communication skills.
- Excellent planning and multitasking skills, and the ability to manage competing priorities.

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- Self-motivated and adaptable, you will enjoy delivering results to the highest standard. Proactive and determined, you are excited to push yourself and constantly be learning.
- Fluent written and spoken English.
- Highly organised.

## **WHAT'S IN IT FOR YOU?**

- Unparalleled exposure to the contemporary art market
- Flexible working environment – hybrid work from home and office
- The chance to work with a super talented team!

Please send applications (cover letter + CV) to <[caitriona@ocula.com](mailto:caitriona@ocula.com)> + <[margaux@ocula.com](mailto:margaux@ocula.com)>