SETAREH

Position: Sales Lead & Gallery Manager

Location: SETAREH London

Type: Full-time, Mid-senior level

Overview
SETAREH is seeking a highly motivated Sales Lead & Gallery Manager to oversee daily gallery operations while driving sales strategy and client development. The role requires a commercially minded arts professional with strong organisational skills, an established understanding of the contemporary art market, and the ability to cultivate relationships with collectors, advisors, and institutions. This position sits at the intersection of sales, exhibition management, and operational leadership, ensuring both the commercial success of the programme and the smooth running of the gallery space.

ABOUT SETAREH

Founded in 2013, SETAREH is an international gallery with locations in London, Berlin, and Düsseldorf. Opening in 2025 in Mayfair, SETAREH London focuses on emerging and mid-career practices, extending the gallery's transnational programme.

Representing over 18 artists, SETAREH develops a dynamic exhibition programme and participates in leading international art fairs. The gallery works closely with artists, curators, institutions, and private collections worldwide, supporting practices that are shaping contemporary discourse across different geographies. SETAREH London operates as a newly established platform deeply engaged with the London art scene, working closely with artists based in the city while maintaining an international outlook.

Key Responsibilities

- Lead sales strategy across exhibitions, art fairs, and private placements
- Build and maintain relationships with collectors, advisors, and institutional clients
- Manage the full sales cycle, including client outreach, negotiations, invoicing, shipping coordination, and after-sales follow-up
- Oversee day-to-day gallery operations, ensuring professional presentation of exhibitions and client-facing spaces
- Coordinate exhibition logistics, installation schedules, and artwork handling in collaboration with artists, technicians, and shippers
- Maintain CRM systems, sales reports, and collector databases
- Support participation in art fairs, including planning, staffing, and on-site sales
- Contribute to exhibition interpretation and communications, including drafting exhibition texts, press materials, and sales narratives when required

Requirements

- Minimum 2 years' experience within a commercial contemporary art gallery or comparable art-market environment
- Demonstrated experience in primary-market sales, including managing collector relationships from first contact through invoicing, shipping, and after-sales follow-up
- Strong understanding of gallery operations, including consignments, inventory systems, condition reporting, pricing structures, and international shipping logistics
- Excellent organisational skills, with the ability to manage multiple exhibitions, fairs, and deadlines simultaneously while maintaining meticulous attention to detail
- Confident, discreet, and articulate communicator, capable of engaging collectors, artists, institutions, and partners with professionalism and sensitivity
- Proficiency in gallery software (Artlogic or Art Butler), Microsoft Office/Google Workspace, and CRM-based sales tracking
- Strong understanding of the contemporary art market and collector relations
- A strong interest in contemporary art, with the ability to speak about artworks with clarity, context, and curatorial awareness
- Fluency in English required; additional languages considered an asset.
- Flexibility around occasional additional hours around exhibitions, installations, and art fairs
- Eligibility to work in the UK

Desirable

- Existing collector network
- Experience with international shipping, consignments, and art-fair operations
- Working knowledge of InDesign, Photoshop, and Canva.
- Experience writing short curatorial or interpretative texts

Application

Please submit a CV and a short cover letter outlining your relevant experience to m.dacquisto@setareh.com and london@setareh.com.