

# SETAREH

**Position: Front Desk & Social Media Volunteer**

**Location:** SETAREH London

**Type:** Volunteer

## Overview

SETAREH is seeking a Front Desk & Social Media Volunteer to support the gallery's daily public-facing activities and digital communications. This role offers hands-on experience within a fast-paced contemporary gallery environment, working closely with the gallery team to assist with visitor engagement, exhibition operations, and the development of the gallery's social media presence. The position is ideal for individuals looking to gain practical experience in gallery administration, audience development, and arts communications.

## 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

- Welcome visitors to the gallery, provide exhibition information, and ensure a professional and welcoming front-of-house environment
- Assist with the daily opening and closing procedures of the gallery
- Support the management of the gallery's social media platforms, including drafting posts, scheduling content, and monitoring engagement
- Assist in photographing exhibitions, events, and artworks for digital communications (as appropriate)
- Support the preparation of private views, events, and public programmes
- Maintain visitor records and assist with mailing list updates
- Provide general administrative support to the gallery team as required

## **Requirements**

- Strong interest in contemporary art and gallery practice
- Excellent communication and interpersonal skills
- Organised, reliable, and detail-oriented
- Familiarity with Instagram and basic social media content creation
- Availability to work scheduled gallery hours, including occasional evenings for openings and events
- Eligibility to volunteer in the UK

## **Desirable**

- Basic knowledge of graphic design tools such as Canva, Photoshop, or InDesign
- Photography or basic image-editing skills
- Interest in arts writing or communications

## **What We Offer**

- First-hand experience working within a commercial contemporary art gallery
- Exposure to exhibition production, gallery operations, and audience engagement
- Professional mentorship and the opportunity to build experience in arts communications and social media strategy

## **Application**

Please submit a CV and a short cover letter outlining your relevant experience to [m.dacquisto@setareh.com](mailto:m.dacquisto@setareh.com) and [london@setareh.com](mailto:london@setareh.com).