



Director – Job Description

Position: Director

Employment Type: Full-time

Location: Dio Horia Gallery in Athens and Dio Horia Project Space, in Athens

About the Role

The Director is responsible for the artistic, commercial, and operational management of the gallery. The role combines strategic leadership with hands-on involvement in daily gallery operations, administration, and exhibition production within a small team environment.

Key Responsibilities

- Curate and organise exhibitions and events
- Develop and implement the gallery's artistic and commercial strategy
- Build and maintain relationships with artists, collectors, institutions, and patrons
- Oversee marketing, communications, and promotional activities
- Manage sales, budgeting, and financial planning
- Maintain and update online inventory and contact databases (Artlogic)
- Manage and maintain gallery and office spaces on a daily basis
- Carry out administrative tasks and correspondence
- Maintain digital and physical filing systems (including Dropbox)
- Assist with exhibition production, shipping, installation, openings, and events
- Coordinate with artists, technicians, producers, and external partners
- Liaise with the accountant and external service providers

Requirements

- Proven experience working in an art gallery
- Strong knowledge of contemporary art and the art market
- Experience with gallery management systems (Artlogic or equivalent)
- Working knowledge of Adobe Suite (InDesign & Photoshop)
- Excellent organisational and time-management skills
- Strong communication and interpersonal skills
- Ability to multitask and work hands-on in a small team

How to Apply

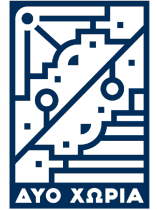


Please send your CV and cover letter to:

info@diohoria.com



No phone calls



Gallery Assistant – Job Description

Position: Gallery Assistant

Employment Type: Full-time

Location: Dio Horia Gallery in Athens and Dio Horia Project Space, in Athens

About the Role

The Gallery Assistant supports the daily operations of the gallery, administration, exhibitions, and artist coordination, contributing to the smooth running of the gallery within a small team.

Key Responsibilities

- Manage and maintain gallery and office spaces on a daily basis
- Assist with administrative tasks and correspondence
- Maintain digital and physical filing systems (including Dropbox)
- Maintain and update online inventory and contact databases (Artlogic)
- Update artists' materials (CVs, portfolios, press)
- Maintain and update the gallery website
- Assist with exhibition production, shipping, installation, openings, and events
- Coordinate with artists, technicians, producers, and external partners
- Maintain shared calendars and mailing lists
- Assist with storage and library organisation in Athens

Requirements

- Proven experience working in an art gallery
- Knowledge of contemporary art and art spaces in Athens
- Familiarity with gallery management systems (Artlogic or equivalent)
- Working knowledge of Adobe Suite (InDesign & Photoshop)
- Good organisational and time-management skills

Education

- Bachelor in Fine Arts, Art History, Arts Management, or related field
- Relevant professional experience may substitute formal education

How to Apply



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