

Part-Time Volunteer Gallery Assistant

Location: MOKSPACE, 33 Museum Street, London WC1A 1LH (Directly opposite the British Museum)

Hours: Flexible, Tuesday to Saturday, 1–6pm (We're happy to accommodate your availability)

Commission: 10% on all personal sales

About MOKSPACE

MOKSPACE is a small but ambitious commercial gallery at the heart of Bloomsbury, dedicated to showcasing the best of Korean contemporary art in London. We pride ourselves on offering both a curated cultural experience and a commercial platform for emerging and established Korean artists. Our mission is simple: bring the vibrancy of Korean art to collectors and art enthusiasts here in the UK and beyond.

We're looking for a motivated **Volunteer Gallery Assistant(s)** to help us grow. This is an exciting opportunity for anyone keen to gain hands-on gallery experience while building industry connections.

About You

We're looking for individuals who are:

- Recently graduated (or currently studying) in **Curation, Art History**, or a similar **art-related** field—or simply have a strong, demonstrated passion for contemporary art and the art market.
- Genuinely interested in **Korean art and culture**—knowledge is a plus, but curiosity is essential.
- Have a **natural flair for engaging with people**, using your **bright personality and knowledge of the artworks** to build trust, spark interest, and confidently guide clients towards making a purchase.
- Creative thinkers with a good eye for **curation and visual presentation**, while also being detail-oriented enough to handle **logistics and admin** effectively.
- Proactive, punctual, and reliable, with a hands-on attitude.

Key Responsibilities

You'll work closely with the gallery owner with a strong focus on **selling artworks**. Tasks may include:

- **Sales & Client Relations:** Proactively engage with visitors, confidently discuss our artists and their work, and focus on converting conversations into sales.
- **Exhibition Planning & Curation:** Assist with the planning and installation of exhibitions featuring Korean contemporary art. This includes hanging artworks, arranging layouts, and supporting private viewings, and liaising with artists.
- **Gallery Administration:** Manage the MOKSPACE email inbox, handle client and artist inquiries (many artists are based in Korea), and assist with day-to-day gallery operations.
- **Art Handling & Installation:** Help unpack and install new artworks safely and professionally. This may include some manual handling, ladder work, and basic use of tools (e.g., drilling).
- **Shipping Coordination:** Organise the safe packing and shipment of sold artworks

To Apply

If this sounds like the right step for you, please email us at info@mokspace.co.uk with your CV, and your days of availability.