

# SML | SOPHIE MACPHERSON LTD

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## **Sample Gallery Managing Director/CEO/Partner Job Description**

### **Key Responsibilities:**

#### **1. Strategic Leadership & Business Development**

- Lead the gallery's overarching strategic direction, ensuring alignment with the board and ownership's vision for sustainable growth and global brand enhancement.
- Develop and execute detailed business plans tailored to market specifics, driving commercial performance while preserving the gallery's cultural and artistic values.
- Act as the primary public and industry-facing representative of the gallery, cultivating its reputation locally and internationally.
- Identify and pursue new market opportunities, partnerships, and regional expansion projects that enhance the gallery's global presence.

#### **2. Leadership & Team Management**

- Oversee daily operations and team performance across departments, ensuring cross-functional alignment and smooth communication.
- Recruit, mentor, and retain top talent, creating an environment that supports professional development, accountability, and inclusion.
- Conduct regular performance evaluations, establish individual and team KPIs, and implement training or coaching as needed.
- Facilitate internal collaboration between departments (sales, curatorial, marketing, artist liaison) to ensure strategic goals are met efficiently.
- Cultivate a positive organizational culture grounded in transparency, responsiveness, and shared success.

#### **3. Sales, Client Relations & Commercial Strategy**

- Develop and implement a comprehensive sales and client engagement strategy encompassing primary and secondary markets.
- Collaborate with commercial and sales leadership to set ambitious sales targets and annual priorities, ensuring consistent achievement or exceeding of revenue goals.

- Drive direct sales efforts by developing deep expertise in the gallery's roster of artists and artworks, matching client needs with available inventory across diverse price ranges and mediums.
- Build and sustain long-term relationships with collectors, art advisors, and institutional clients through personalized engagement, private events, and international travel.
- Innovate and oversee participation in global art fairs, positioning the gallery to maximize visibility, client acquisition, and sales performance.

#### **4. Artistic Programming & Artist Management**

- Partner with curatorial leadership to develop and refine exhibition programming that balances critical acclaim with commercial viability.
- Lead efforts to identify and secure representation of new artists with strong potential for international success, guiding negotiations and contract agreements.
- Serve as the primary liaison for key artists, nurturing ongoing relationships, coordinating studio visits, and overseeing the strategic placement of their work.
- Ensure seamless communication between artist management, curatorial teams, sales, and marketing to amplify artist profiles and gallery impact.

#### **5. Global Expansion & Special Projects**

- Spearhead strategic initiatives to expand the gallery's footprint in emerging and established markets, including the development of regional programming and partnerships.
- Oversee projects in specialized regions or satellite locations, managing local teams, resources, and partnerships to cultivate innovative exhibition models.
- Develop and present sponsorship and funding proposals to support new ventures, ensuring financial sustainability and alignment with the gallery's mission.

#### **Qualifications:**

- Advanced degree in Art History, Business, Arts Administration, or related field preferred.
- Proven senior leadership experience in a commercial art gallery or comparable cultural institution with a demonstrated track record of managing complex, multi-market operations.
- Exceptional strategic thinker with strong business acumen and an ability to translate vision into actionable plans and measurable results.

- Extensive experience in sales and client development, including a history of personal achievement of significant sales targets.
- Deep knowledge of contemporary art, artists, and the global art market, with a nuanced understanding of primary and secondary markets.
- Outstanding communication and interpersonal skills with an ability to build and maintain high-level relationships across artists, collectors, institutions, and internal teams.
- Comfortable working in a fast-paced, dynamic environment requiring frequent travel and cross-continental collaboration.