

Gallery Associate/Technician – Queenstown
Full-time | Art Gallery Operations | Contemporary Art

Milford

GALLERIES

Milford Galleries is a leading contemporary art dealer with galleries in both Queenstown and Dunedin. Representing many of Aotearoa's major artists, we work with collectors and clients throughout New Zealand and internationally.

We are seeking an experienced and professional **Gallery Associate/Technician** to join our **Queenstown** team. This is a permanent, full-time role (32–40 hours per week) and includes **at least one weekend day per week** as standard.

About the Role

This is a pivotal, hands-on role within the day-to-day operation of the Queenstown gallery, central to its visual presentation and visitor experience. It is suited to someone who thrives in a dynamic creative environment and can confidently manage a variety of priorities while upholding exceptionally high standards throughout the gallery.

The role combines delivering exceptional customer service and sharing a passion for New Zealand art with gallery visitors, while supporting a busy exhibition programme. Responsibilities include engaging with clients and visitors, contributing to artwork sales through outstanding service and relationship management, maintaining the presentation and organisation of gallery spaces, and assisting with exhibition preparation, artwork handling, and installations both on and off-site.

Key responsibilities include:

- **Providing exceptional client service** and contributing to sales of artworks
 - **Engaging visitors** in informed discussion about artists and exhibitions
 - **Administering exhibition planning**, delivery and installation
 - **Handling, installing, and packing artworks**, both within the gallery and off site
 - **Maintaining a consistently high level of visual and professional standards** across all gallery spaces
 - **Managing and maintaining the stockroom**, ensuring careful handling, storage, and condition of all artworks
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What You'll Bring to the Role

We're looking for someone with the right combination of creative insight and practical hands-on skills and experience. Handling and installing artwork is a specialised role, so you will have prior experience and be just as confident hanging an exhibition as you are discussing an artist's practice, building relationships, and guiding clients in selecting the right piece for their collection. You'll also bring strong organisational skills, a proactive mind-set, and a calm, professional approach to a busy and varied workload.

The ideal candidate will have:

- **Experience or qualifications** in fine arts, art history, or a related field
- **Sales experience** with strong relationship building and communication skills
- **Art technician experience** (handling, packing, storage, installation, spatial awareness, aesthetic sensibility)
- **High level of physical fitness** and confidence working at height
- **High level of computer literacy** including database and Microsoft suite software
- **A full, clean driver's licence**

Bonus skills (not essential, but highly valued):

- **Social media or digital marketing experience**
 - **Graphic design skills** (Adobe Creative Suite)
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Why Work With Us?

Milford Galleries offers a dynamic and welcoming environment. This is a unique opportunity to contribute to a respected and forward-thinking arts organisation, working closely with leading New Zealand artists and an engaged, professional team.

How to Apply

Please email your **CV and cover letter** outlining your experience, telling us what excites you about the role and why you'd be a great fit to Jacqui Tohill, info@milfordgalleries.co.nz. Applications will close **Monday 15th June 2026**.