

Operations and Projects Executive

Reports to: Founders

Location: London, hybrid

Type: Full-time, permanent. Four-day week considered.

Salary: £30k - £35k per annum, depending on experience

Experience: 4 years

Start: Autumn 2026

About us

Le Connoisseur is an art consultancy based in London and Paris. We source and commission art for ambitious interiors: hotels, restaurants, private residences and flagship boutiques, working with international design studios, hospitality groups and developers across Europe and the Gulf.

We were founded by the team behind V.O Curations, the London cultural institution that has incubated more than 1,000 contemporary artists and holds relationships with major public institutions. That access shapes how we work. We do not source from a market open to everyone; we commission, for the most part, from artists we have known for years.

We are a small, senior team delivering large projects. This role exists because the operational structure must now match the scale of the work.

The Role

You will be responsible for ensuring that every artwork we source and commission arrives correctly, documented and on time.

A project may be a single commissioned work, or several hundred artworks across an entire property. Each one carries real coordination: artists and galleries to engage, prices and lead times to confirm, works to log and track, shippers, framers and installers to schedule, and documentation to keep correct across several jurisdictions. That work currently sits with the senior team members. Your job is to take it on, structure it, and give the studio the capacity to do more.

This is an execution role, deliberately so. You are not expected to select artworks or hold a curatorial view; that sits with our curators and founders. You are expected to be exceptionally organised, precise and composed, and to bring order to a business handling valuable work at pace.

Responsibilities

Project coordination

- Maintain a single accurate record for every live project: status, deadlines, cost position and ownership
- Coordinate framers, fabricators, shippers, handlers and installers, holding them to agreed price and schedule
- Develop the supplier network: source and benchmark partners, obtain rates for approval, and monitor performance
- Track progress across concurrent projects and flag slippage early, in writing

Logistics, shipping and documentation

- Prepare and manage shipping, insurance, condition reporting and customs documentation, including for artworks entering the Gulf
- Instruct appointed agents and brokers, and track consignments through to delivery
- Manage project documents and client submissions, keeping version control current

Procurement and cost

- Raise and track purchase orders, and maintain the cost record: committed, invoiced and remaining
- Report the cost position on each live project and flag variances to the founders
- Maintain artist, gallery and supplier documentation: agreements, invoices, condition, authentication and provenance

Artist and supplier liaison

- Request pricing, availability, images and lead times, and follow through to response
- Draft correspondence to clients, designers, artists and galleries for senior team review
- Hold follow-up across the studio so that nothing is dropped or pursued twice

Proposals and tenders

- Assemble proposal and tender documents, and manage each submission through to deadline
- Track tender requirements and clarifications so that every submission is complete and accurate

Systems and studio operations

- Maintain the artwork database, supplier records, proposal templates and project archive
 - Produce artwork presentations and project handover packs from the direction provided
 - Establish templates and automations, and bring a single standard to how the studio files and works
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About you

Essential

- Four years coordinating projects with many moving parts, in art, interiors, architecture, luxury hospitality or high-end procurement
- Exceptional organisation and real attention to detail: the missing figure, the unconfirmed date, the document filed in the wrong place
- Experience coordinating external suppliers and contractors, and holding them to schedule
- Comfortable working to formal documentation and record-keeping standards
- Confident with spreadsheets, databases and project tools, and quick to learn new systems
- Strong written English, clear and appropriately formal with galleries, designers and clients
- Composed under volume, and disciplined enough to close things out without prompting
- Discreet and professional, suited to confidential projects and high-profile clients
- A genuine interest in art, design or hospitality. Expertise is not required, but the field should matter to you

Desirable

- Basic design, modelling or visualisation skills, in InDesign, Photoshop, SketchUp, Rhino or similar, particularly for presenting works in situ. A significant advantage.
- Experience in a gallery, art logistics business, or in interiors, architecture, luxury hospitality or high-end procurement
- Familiarity with shipping, art handling, framing or installation
- Experience of client-side or contractor-side document control
- Experience establishing systems, templates or automations within a small business
- French, Arabic or another additional language, given our markets

Success in the first six months

- Every live project runs from one accurate record, and nothing is pursued twice
- The artwork database and supplier records are complete, consistent and in daily use
- Deliveries and installations run to schedule, with documentation correct and complete
- Proposals and tenders go out on time, assembled without senior involvement in their production
- The founders and curators are measurably released from coordination and returned to client and curatorial work
- At least two processes are documented and demonstrably faster on repetition

What we offer

- £30k - £35k per annum, with a formal review at six months against written criteria
- Hybrid working, and a four-day week considered for the right person
- Travel to projects across Europe and the Gulf
- 22 days' holiday plus bank holidays, and enrolment in the company pension scheme where eligible
- A small, senior team, direct access to the founders and genuine ownership from the outset
- Landmark international projects across luxury retail, five-star hospitality and major developments
- A clear route to Operations Manager as the studio scales

How to apply

Deadline: 28 August 2026, 23:59 (CET). Applications are reviewed on a rolling basis, so early submissions are encouraged.

Send your CV and a covering note to contact@leconnoisseur.com, with the subject line **Application – Operations and Projects Executive**.

In your note, please answer both of the following, in up to 400 words each:

1. Tell us about a project with many moving parts that you held together. What were you tracking, and how? Then tell us about the difficulties the project ran into, and how you managed them.
2. Tell us about a process or system you inherited that was badly designed. What was wrong with it, how did you fix it, what did you leave alone, and why?