



Job description: Forward Planning Assistant

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| Job title: | Forward Planning Assistant |
| Reports to: | Head of Forward planning / Director of Exhibitions |
| Location: | London, E14 |
| Hours of work: | Full time |

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| Job purpose | <p>To ensure that the department and estimators are provided with the administrative support necessary to organise and plan the transportation and installation of Fine Art in the UK and internationally.</p> <p>The Exhibitions Forward Planning Team is responsible for planning and costing all aspects of the logistics relating to exhibitions on behalf of Museums and Galleries in the UK and overseas.</p> |
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| Key tasks | <ul style="list-style-type: none">• Provide administrative support to Forward Planning team and Director of Exhibitions• Ensuring data on our in-house computer system is up to date and all new requests logged.• Regular reporting of statistics to Manager/Directors• Production of management reports as required• Respond to telephone and email enquiries, external estimate requests• Alerting Head of Exhibitions when workload needs to be prioritised• To scope and prepare preliminary and final independent cost estimates as instructed to support the FPE team.• Efficient use of relevant company information to develop estimates with team members for tender and framework submissions• To approach estimates in a manner which best meets client needs, and to price as effectively as possible to increase the likelihood of conversion, while keeping estimates competitive and meeting Momart target margins as role develops• To gather and report feedback regarding estimates that do not convert• Other duties as required to support the forward planning team and department. |
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| Skills & personal qualities | <ul style="list-style-type: none">• Administrative excellence with a high attention to detail• Ability to maintain clear and concise records, filing and effective monitoring systems• Excellent computer literacy• Well developed numerical and analytical skills• Highly collaborative• Excellent communication skills both internally and externally• Ability to manage time effectively and see projects through to completion• Flexible and co-operative approach to work: willingness to work as a team member in a project-based environment – prepared to work to tight deadlines• Some knowledge of logistics and/or the art industry would be an advantage• Self-motivated and confident |
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**Company
description**

Momart is the premier fine art handling, shipping and storage company in the UK. Established in 1972, we have world-class reputation for providing solutions to the most complex art transport and installation challenges. We have been involved in handling many of the world's most prestigious fine art objects and are now the agent of choice for the many national museums, art galleries and private collectors.

Please note: As a Regulated Agent, Momart Ltd. is required to carry out reference checks on all our employees. It is an offence under the Aviation Security Act 1982 as amended by the Aviation & Maritime Security Act 1990 and the Anti-terrorism, Crime and Security Act 2001, to give false information regarding this reference.