



## **Content & Research Assistant**

Part-time or working student

Esther Schipper is looking for a Content & Research Assistant to join our team in Berlin part-time or as working student. As Content and Research Assistant, you will support the gallery's Content & Graphics Team/Head of Editorial Content in the preparation of materials for exhibitions, fairs, online platforms, and internal documentation. This part-time role is ideal for a candidate at the start of their professional career in the arts, with strong writing and research abilities, and a strong interest in contemporary art.

The position requires fluency in English and German and the ability to manage multiple tasks with precision and discretion.

## **Gallery Profile**

Specializing in contemporary art and representing over 45 artists and estates, Esther Schipper has locations in Berlin, Paris and Seoul. While the global team of over 60 employees spreads over locations around the world, the headquarters are located in Berlin, where the core of the operation is managed by both General Managers and their 6 departments.

Representing a diverse roster of international artists, the gallery has built a nearly 40-year legacy of innovation, institutional collaboration, and global engagement. The gallery is committed to presenting groundbreaking exhibitions by leading international artists. Mainly active in the primary market, the gallery represents its artists at all major international art fairs. There are 8-9 internal exhibitions the gallery produces yearly for its space in Berlin, alongside regular exhibitions for the galleries in Paris and Seoul. The gallery participates in 10- 12 international art fairs and supports dozens of external institutional exhibitions worldwide.

## **Key Responsibilities**

### **Content & Editorial Support**

- Assist with writing and editing artwork descriptions, wall texts, social media captions, and promotional content.
- Support bilingual translation tasks (EN ⇄ DE).
- Proofread press releases, website content, and other editorial materials.

### **Research Assistance**

- Maintain active engagement across platforms by responding to comments and direct messages, coordinating approvals with the sales team as necessary. Conduct background research on artists and artworks (exhibition history, provenance, literature).



- Help update and maintain fact sheets, artist CVs, biographies, and internal reference materials.
- Support documentation preparation for exhibitions, fairs, and OVRs.

### **Library & Archive**

- Support the development of content calendars and digital storytelling strategies that highlight key events, exhibitions, and artist milestones Assist in maintaining the gallery's research library and book inventory.
- Organize and archive digital and physical press materials, research files, and artist documentation.
- Assist in locating materials for internal use (e.g., sales viewings, presentations, publications).

### **Candidate Profile & Qualifications**

- Bachelor's degree (completed or in progress) in Art History, Curatorial Studies, or a related field.
- 2+ years of experience in a cultural, academic, or institutional setting (gallery, museum, etc.).
- Excellent writing, editing, and research skills in both German and English (working fluency required).
- Strong attention to detail and time management abilities.
- Proficient in MS Office; Adobe Creative Suite and CMS experience is a plus.
- Discreet, reliable, and team-oriented.
- Demonstrated interest in contemporary art and gallery programming.

### **Working Conditions**

Part-time or as working student, 20–30 hours/week, in-person role based in Berlin.

Occasional evening or weekend availability required for events.

Desired start: ASAP/ideally by September 2025

Department: Content and Graphic team

Reports To: General Management & Business Manager

### **Application**

Please send your CV, cover letter and two short writing samples (art-related, 2–3 pages each, can be excerpts) to [jobs@estherschipper.com](mailto:jobs@estherschipper.com).

Walk-ins or phone calls will not be considered.