



## **Digital Communications Coordinator**

Full-time

Esther Schipper is looking for a Digital Communications Coordinator to join our team in Berlin full-time. As a part of the Content and Graphic team, you will take an active part in managing the gallery's online presence and promoting our artists through various digital channels. This multifaceted position requires a blend of creativity, writing skills, strategic thinking, and hands-on digital marketing experience.

### **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**

#### **Digital Campaign Coordination**

- Produce and coordinate digital communication campaigns including newsletters, social media, and website content.
- Collaborate with artist liaisons, the content team, sales team, and general management to produce and schedule impactful email marketing campaigns that support exhibitions, artist news, and gallery initiatives.
- Ensure all campaigns meet internal deadlines and receive the appropriate approvals in advance, working closely with the Leadership Team and Head of Content.

#### **Social Media Management**

- Maintain the gallery's social media presence by creating, scheduling, and publishing content in line with the gallery's visual identity and communication tone.



- Keep social media schedules and planning documents up to date and aligned with the gallery's project calendar.
- Maintain active engagement across platforms by responding to comments and direct messages, coordinating approvals with the sales team as necessary.

### **Content Creation & Newsletter Campaigns**

- Contribute to the creation of visually compelling and editorially strong content for digital platforms, including newsletters, videos, reels, stories, artist features, and institutional collaborations.
- Ensure newsletters are created in close collaboration with internal and external stakeholders (sales team, artist liaisons, artists, institutions) and are sent on time.
- Support the development of content calendars and digital storytelling strategies that highlight key events, exhibitions, and artist milestones.

### **Stakeholder Coordination**

- Liaise with artist liaisons and partner institutions to coordinate collaborative communication efforts for exhibitions, art fairs, and special projects.
- Ensure consistent messaging and strategic alignment across internal and external communications.

### **Analytics & Insights**

- Monitor and report on the performance of social media and email campaigns using platform analytics tools.
- Share insights with the wider team to inform content strategy and engagement optimization.

### **Skills & Qualifications**

#### **Required:**

- 2+ years of experience in a digital communications or social media role within the arts, culture, or creative industries.
- Excellent written and visual communication skills in German & English, other languages are a plus.
- Strong organizational and time-management skills; ability to coordinate with multiple stakeholders and keep to deadlines.
- Proficiency with social media platforms (Instagram, LinkedIn, Facebook), scheduling tools (e.g., Later, Hootsuite), email marketing tools (e.g., Mailchimp), and CMS platforms (e.g., WordPress or similar). ArtLogic database knowledge is a plus.
- Collaborative mindset with strong interpersonal skills.



- Attention to detail.
- Knowledge of contemporary art and visual culture.

**Desirable:**

- Experience with Adobe Creative Suite (Photoshop, InDesign, Premiere Pro).
- Video editing or motion graphics skills.
- Knowledge of SEO best practices or basic HTML/CSS.

**Working Conditions**

Full-time, 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 application to [jobs@estherschipper.com](mailto:jobs@estherschipper.com).  
Walk-ins or phone calls will not be considered.