



Front Office Coordinator

Full-time

Esther Schipper is currently seeking a highly organized and polished Front Office Coordinator to join our Berlin team. This full-time, in-person role will support executive calendar management, coordinate team scheduling, and assist with expense processing, while also ensuring the smooth day-to-day operations of the gallery's back office front desk. The ideal candidate is proactive, detail-oriented, and thrives in a fast-paced, international environment at the intersection of art and administration.

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 gallery's showrooms in Paris and Seoul. The gallery participates in 10-12 international art fairs and supports dozens of external institutional exhibitions worldwide.

Position Summary

We are seeking a polished, proactive, and highly organized Front Office Coordinator to support the schedules of our leadership team as well as ensure the effective daily reception operations of our back office front desk at a leading contemporary art gallery. This role combines front-of-house professionalism with high-level executive and calendar support.

The ideal candidate excels at managing dynamic calendars, coordinating schedules across departments, and ensuring smooth administrative and front desk operations. You'll work closely with General Management and Business Manager to handle scheduling, travel logistics, expense reports, and internal coordination, while also helping ensure a welcoming and well-run office environment.

Key Responsibilities

1. Executive & Calendar Coordination (Primary Focus)
 - Manage complex and evolving calendars for the leadership team.

- Schedule internal meetings and external appointments with foresight and precision.
- Coordinate across departments to avoid conflicts and ensure alignment.
- Prepare agendas and materials for meetings as needed.
- Organize, submit and track General Management expense reports and travel documentation at least two times a week.

2. Front-of-House & Administrative Support

- Warmly welcome all visitors and staff to the gallery's back office.
- Professionally manage phone calls, email correspondence, and visitor access.
- Maintain a clean and organized reception area and meeting rooms in coordination with the Gallery Manager.
- Assist with post, data entry, document preparation, and internal filing as needed.

3. Events & Logistics

- Provide on-site support during key events (e.g., Gallery Weekend, Berlin Art Week and other events as needed).

4. Office & Team Support

- Support day-to-day administrative needs across departments.
- Work collaboratively with the Business Manager and Gallery Manager to align workflows and support other administrative projects as needed.
- Coordinate internal communication and scheduling between the leadership and teams.
- In collaboration with the Gallery Manager and People and Culture Manager, assist with onboarding logistics for team members.

Requirements

- Minimum 3 to 5 years of experience in administrative or executive support, ideally in a fast-paced front desk environment.
- Strong command of Microsoft Office Suite is necessary. Experience with other calendar or organizational tools is an advantage.
- Absolute professionalism, discretion, and attention to detail.
- Strong interpersonal and communication skills, with a poised and diplomatic demeanor.
- Enthusiasm and sensitivity for working in a multicultural, international team.
- Highly organized, self-motivated, and calm under pressure.
- Full proficiency in English and in German required - spoken and written.



- Interest and openness for the specifics and needs of a business in the contemporary art market.

Working Conditions

Full-time, in-person role based in Berlin.
Occasional evening or weekend availability required for events.
Desired start: ASAP/ideally by August 2025
Department: Admin and Finance team
Reports To: General Management & Business Manager

Application

Please send your application to jobs@estherschipper.com.
Walk-ins or phone calls will not be considered.