



## **INTERN**

Part-time

Esther Schipper is looking for a part-time Intern (4 days a week) to support our Berlin back-office team for 3 to 6 months starting May 1<sup>st</sup> 2025. The internship is paid.

### **Gallery Profile**

Esther Schipper has been committed to presenting groundbreaking exhibitions by leading international artists for over 30 years. The gallery specialises in contemporary art and represents over 45 artists and estates. The gallery produces numerous new exhibitions for the gallery locations in Berlin, Paris and Seoul and represents its artists at 12-14 international art fairs a year.

The gallery's office in the heart of Berlin is staffed by an international, diverse and professional team of nearly 50. The Berlin team works in close coordination with the international teams and colleagues in Paris, Seoul, China, Taipei and Spain. The Berlin location has gallery space and office space right next door, as well as the gallery's outdoor warehouse. The Berlin team regularly receives exclusive guided tours of the newly produced exhibitions by the artists themselves.

### **Job Description**

The position sits within the 6-person Admin Team, which is responsible for providing comprehensive administrative and operational support, creating the most effective internal processes, organisation and structures possible as the basis for the day-to-day running of the gallery. Additionally, the intern supports all back-office teams with dedicated projects and tasks – the other teams being Registrar + Art Handling, Artist Liaison, Content and Finance.

### **Main Areas of Responsibility**

Supporting the gallery team with

- Filing, archiving and tidying up work
- Visitor service at the Front Desk
- Various administrative tasks
- Support of events such as openings, talks wetc.
- Christmas shipping/dispatch (only December)
- Additional tasks may vary depending on the interests and skill-set of the interns

### **Profile**

- First experiences in galleries or museums in a comparable position
- Proactive team player with an eye for detail
- Orga-talent with the ability to keep several processes in view at the same time
- Positive communication and approach with enjoyment of working in an international team
- Business fluent in English (German is a plus)
- IT skills in Mac OS, Office 365 and the ability to learn new tools

### **Application**

Please send your application to Helga Krutzler at [krutzler@estherschipper.com](mailto:krutzler@estherschipper.com).