



SALES ADMIN / FRONT OF HOUSE MANAGER

Full-time

Esther Schipper is looking for an experienced Front of House Manager to join our team in Berlin in full-time.

Gallery Profile

Specializing in contemporary art and representing over 45 artists and estates, Esther Schipper has locations in Berlin, Paris and Seoul. 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.

Sales Team Structure

The Sales Team is responsible for sales of works by gallery artists, mainly on the primary market. The gallery produces 8-9 exhibitions in Berlin yearly, participates in 10-12 international art fairs and supports dozens of external exhibitions in museums and institutions worldwide. The Berlin Sales Team works closely with external sales colleagues around the world.

Job Description:

Client Relations + Front of House

- Guiding clients, providing information about the exhibition and artists
- Organization of client appointments, visits and guided tours
- Maintenance check of gallery space including On/Off Protocol, maintenance of stocks

Sales Administration

- Preparation of price lists and auction reports
- Updating the digital sales platforms (Artsy, Artnet, Ocula, Webpage)
- Supporting the directors with art fair applications
- Supporting the planning and realization of sales events (opening receptions and dinners) including rsvp management and event coordination on site
- Administration of the Sales Team Calendars



Database (Artlogic)

- Updating existing contacts and entering new contacts according to guideline
- Proactive communication about client data with international sales team
- Creating and evaluating specific target groups and marketing lists
- Client target research before art fairs, exhibitions, events

Sales Assistance

- Writing comprehensive offer letters for directors and management
- Supporting the directors in the sending of dossiers
- Creating offer documents for the Sales Team
- Assisting with correspondence

Profile

- At least 2-3 years of employment in similar roles, preferably in a contemporary art gallery
- Broad and in-depth knowledge of art history, contemporary art and the art market
- Excellent written and verbal communication skills are essential in German and English
- Proactive communicator, who enjoys connecting with diverse international gallery network
- Accurate and forward-looking organizational and project management skills
- Ability to perform under pressure and high flexibility

Application

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