



ART HANDLER / PREPARATOR

Esther Schipper is looking for an experienced Art Handler/Preparator 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.

Job Descriptions

The core of the position involves artwork condition checks, preparation and follow-up of shipments, as well as exhibition (de-)installation, fair (de-)installations and on occasions installations of sold works at client locations. The implementation of the annual inventory in collaboration with the Registrar & Art Handling Team is part of the role as well as the constant updating of inventory entries in the database, especially information regarding artwork packaging, dimensions and artist signatures.

Handling extremely high value art objects and designer furniture requires a professional, extremely careful and cautious approach. Work is to be conducted transparently at all times so that work can continue smoothly in the event of illness.

The jobholder reports to the Head of Registrar & Art Handling (HoRA) and is bound by instructions to the management.



Main Areas of Responsibility

Artwork Check

- Carrying out of Condition Checks before deliveries and for incoming deliveries (Artseco external warehouse, Haberling, Potsdamer Str.):
 - Loans, consignments, sold works, art fair transports
 - incl. preparation of protocols, see condition report
 - Feedback on Condition Checks in Teams Channel
- Communication of damage cases to HoRA

Condition Reports

- Preparation of condition reports
 - in compliance with the Artwork Workflow
 - taking into account the 3 different categories of condition reports

Work Installation

- Installation of works in the warehouse for photo shoots or appointments with artists
- Exhibition set-up and dismantling in the gallery, including Showroom and Office changes
- Set-up and dismantling of art fair booths
- Incl. reporting + feedback on artwork installations, problems and ideas for optimization

Database

- Update of the database with condition reports and protocols
- Maintaining a uniform entry of packaging information in the Artlogic database
- Support in providing missing data such as photography, dimensions or material information to Cataloguer

Inventory

- Execution of the inventory check in the warehouses in Berlin in collaboration with Registrar+Art Handling Team
- Rework of entries in Artlogic database if incomplete or incorrect

Transports

- General transport preparation (outgoing transports):
 - Checking of packaging in compliance with safety standards
- General transport preparation (arrivals):
 - Inspection of the packaging in compliance with the safety standards (on arrival - if damage is visible, immediate inspection must be initiated).

Esther Schipper

- Inspection of incoming goods up to max. 14 days after arrival (land and air freight) and 7 days after arrival (sea freight) in order to meet insurance deadlines.
- Art fair transports:
 - Consolidation of all freight volumes at Artseco in cooperation with HoRA.
 - Weighing of colli where not available (e.g. flight case)
 - Check the exact number of colli according to the shipping list - in case of discrepancies inform the HoRA
 - Signing off the shipping list when loading the transport or in the presence of Artseco.

Representation

- Representation of colleagues in the Art Handling Department in case of vacation and sickness

Job Requirements

- Art handling experience in commercial galleries, museums, at art fairs or comparable environments
- High level of technical experience and experience installing complex multimedia artworks
- Very good communication skills and team player
- Fluent in English in written and spoken form as well as German basic knowledge
- Flexibility and ability to thrive in a fast-paced environment and to adapt to rapid developments and changes
- A professional, careful and cautious approach while handling high value art objects and designer furniture
- Interest in contemporary art and the gallery's represented artists
- Experience with artwork database (Artlogic)
- Ability to travel internationally
- Plus: experience in conservation and restauration
- Plus: Valid drivers license

Application

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