



BUSINESS MANAGER

Full-time

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

In the role of the Business Manager at Esther Schipper GmbH Berlin, you will play a pivotal role in managing the gallery's administrative and financial operations. This includes ensuring smooth business processes across all departments and strategic development of the organization, as well as monitoring of all financial obligations and processes. The role requires a hands-on approach with direct involvement, while balancing strategic oversight. This senior executive position is leading and integrating 2 teams in 1 and therefore requires a strong set of leadership skills, strategic thinking, flexibility and a strong business focus.

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 5 departments.

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.

Key Responsibilities

- Strategic Planning
 - Is responsible for developing and implementing short-, medium-, and long-term business strategies that align with the company's growth objectives, with a focus on scalability, sustainability, and adaptability to a smaller workforce.
 - Is responsible for establishing and monitoring key performance indicators (KPIs) to measure the effectiveness of strategic initiatives and drive continuous improvement.
 - Conducts competitive analysis and monitors market trends to inform strategic decision-making, ensuring the company remains competitive and responsive to industry developments.



- Identifies and manages business risks by implementing proactive risk assessment and mitigation strategies, ensuring resilience against potential market, financial, or operational challenges.
- Collaborates closely with department heads and senior management to ensure that strategic plans are effectively communicated and executed across all levels of the organization.
- Organizational Development
 - Is responsible for developing and implementing structural and organizational changes that align with General Management's vision and goals
 - Conducts regular organizational audits to assess the efficiency of workflows and recommends improvements, ensuring that operational goals are met and that the company adapts to changes in the business environment.
 - Implements and monitors performance management systems, ensuring that both individuals and departments track progress against set business goals, facilitating a data-driven approach to organizational development and performance optimization.
- Administrative Responsibilities
 - Is responsible for ensuring an efficient, cost-effective, and secure IT environment, focusing on strategic development according to company needs, while prioritizing cybersecurity and data protection to ensure compliance with relevant regulations.
 - Is responsible for efficient and cost-effective building utilization, ensuring a high standard of all facilities in Berlin
 - Ensures the business complies with all legal requirements while also actively managing day-to-day risks across various areas of operations, including IT, building management, and personnel safety.
 - Oversees contract management, responsible for negotiating, renewing, and managing supplier agreements
 - Is responsible for stakeholder relations, actively engaging with suppliers and partners, often taking a direct role in managing key relationships and fostering collaborative, long-term partnerships.
- Financial Responsibilities
 - Is responsible for ensuring compliance with all financial regulations, tax obligations, and deadlines, keeping the company in good standing with financial authorities and legal requirements.
 - Ensures the efficient allocation of financial resources, including monitoring project-specific budgets, financial forecasts, and financial modeling to predict future performance based on current trends, supporting both operational and strategic business goals.
 - Is responsible for comprehensive cash flow planning



- Drives financial performance analysis by developing, analyzing, and presenting financial reports to General Management, identifying trends, and recommending actions for improvement.
- Oversees funding strategies and manages relationships with financial institutions, securing favorable terms for any required credit, loans, or financial partnerships.

Requirements

- Master Degree in business administration or comparable degree and/or experience
- Interest and openness for the specifics and needs of a business in the contemporary art market
- Previous experience in comparable roles for at least 2-3 years, preferably at an art gallery or auction house
- Experience of the support and selection process for the implementation and utilisation of IT applications
- Experience in the area of facility management
- Proven experience with controlling, finance administration, business operations and organizational development
- Proven leadership responsibility and experience for various cross-departmental and multicultural teams
- Excellent time management skills, proven project management experience, structured way of working, and the capacity to work under pressure.
- Full proficiency in English (spoken and written) and full proficiency in German needed
- Proficient apple and office365 user, expertise in accounting softwares, Excel expertise
- Ability to use and analyze Data Analysis Tools like Power BI
- Ability and willingness to work with database systems (Artlogic)

Application

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