



## **GALLERY ASSISTANT**

Esther Schipper is looking for a full-time Gallery Assistant to join our team in Berlin as soon as possible.

### **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 50 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 Gallery Assistant role is the entry level position within the gallery's sales team. Gallery Assistants receive clients and visitors in the gallery and take care of frontdesk and gallery maintenance. Gallery Assistants support the sales team with the preparation of offers, client communications and client relations. Gallery Assistants can also be deployed in other departments of the gallery if required.

### **Main areas of responsibility**

- Reception and Representation: Reception of visitors, information about exhibition and artist program
- Contact database: database maintenance and updates, creating contact lists
- Sales assistance: Creation of offers for the Sales Team, assist with correspondences with collectors and curators, research
- Dispatch of invoice packages
- Book mailing and invitation mailing: marketing send outs of books, invitation send outs
- Meeting preparation / preparation for customer visits
- Support of openings and events of the gallery
- Gallery Space maintenance

### **Profile**

- Business fluent in German and English (Chinese or other languages a plus)
- 1-2 years of professional experience in galleries, art institutions or comparable positions
- Proactive, committed team player with an eye for detail and good organizational skills
- Positive communication and approach with enjoyment of working in an international team
- Strong wish to develop career in Sales in the contemporary art market
- IT skills in Mac OS, Office 365, database work (Artlogic a plus)

### **Application**

Please send your application to [jobs@estherschipper.com](mailto:jobs@estherschipper.com).

Walk-ins or phone calls will not be considered.