



## **GALLERY ASSISTANT**

Esther Schipper is looking for a full-time Gallery Assistant to join our team in Paris as of January 2024.

### **Gallery Profile**

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

Esther Schipper, Paris is located in the heart of the 1st arrondissement, in the interior courtyard at 16 Place Vendôme. The 100-square-meter-large office and exhibition space constitutes an exclusive venue for exhibitions by the gallery artists. The Paris team currently consists of three full-time employees: the Director/General Manager, the Associate Director, and a Gallery Assistant whose position is to be fulfilled. The Paris team works in close coordination with our international team and colleagues in Berlin, Seoul, China, Taiwan, and Spain.

### **Job Description**

The Gallery Assistant's role is the entry level position within the gallery's sales team. The Gallery Assistant receives clients and visitors in the gallery and takes care of the front desk and gallery maintenance. The Gallery Assistant supports the Gallery's Director and Associate Director with the preparation of offers, client communications and client relations. The Gallery Assistant can also be deployed in other departments of the gallery if required, in close relation with the Berlin office.

### **Main areas of responsibility**

- Reception and Representation: Reception of visitors, information about exhibitions and artists' program.
- Contact database: database maintenance and updates, creating contact lists.
- Sales assistance: Creation of offers for the sales team, 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 for openings and events of the gallery: booking caterer, etc.
- Gallery space maintenance

### **Profile**

- Business fluent in French and English (Chinese or other languages a plus)
- First experiences 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
- IT skills in Mac OS, Office 365, database work (Artlogic is a plus)

### **Application**

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