



## **HOUSE TECHNICIAN + ART HANDLER**

Esther Schipper is looking for an experienced Art Handler to join our team in Berlin (full or part-time) located at Potsdamer Straße, Berlin.

### **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 Description**

The role encompasses the overall supervision and maintenance of the gallery and office spaces, as well as the on-site storage spaces at Potsdamer Str. Special attention and care is required during the exhibition set-up and dismantling periods. The position also includes frequent coordination with external service providers (carpenters, restorers, transport companies, fabricators), as well as close coordination with the Head Registrar and the Head of Admin.

Handling valuable and fragile art objects and designer furniture pieces requires a professional, extremely careful and cautious approach which is essential to this role.

### **Areas of Responsibility**

#### Gallery and office maintenance

- Responsible for the immaculate condition of the gallery and office spaces
- Commissioning + checking repairs, maintenance and cleaning of spaces as needed
- Independent implementation of minor repairs

#### Maintenance and inventory control of the Gallery's furniture

- Control and maintenance of the Gallery's furniture stock
- Commissioning + checking repairs, maintenance and cleaning of furniture
- Annual inventory of artworks/furniture stored on-site at Potsdamer Str.

# *Esther Schipper*

## Vehicle maintenance

- Maintenance of the gallery vehicles
- Commissioning +checking repairs

## Support of exhibition set-up and dismantling in the gallery

- Responsible for preparation and maintenance of the gallery space, storage spaces and if needed, parking spaces
  - o Emphasis on the protection of floors and fixtures during installation/dismantling
- Maintaining a clean and organized gallery even during installation periods
- Supporting installations in consultation with Head of Registrar & Art Handling and the Project Manager

## Condition Checks

- Incoming artwork checks - documentation of artwork dimensions, packed dimensions, signatures, etc.
- Uploading in Artlogic of condition notes, condition reports, condition images, packing information, etc.
- Creation of Condition Reports for sold works

## Artwork installation and maintenance

- Coordination of work presentations in gallery and showroom/offices with the sales team and in consultation with the Head Registrar
  - o Installation of works at short notice
  - o Necessary preparation and follow-up of work installations (e.g. patching/painting walls)
  - o Maintenance and care of works in the current exhibition in consultation with the Artist Liaison and the Head Registrar

## Maintaining the storage organization

- Responsible for maintaining storage order in the smaller gallery storage at Potsdamer Str. including a small showroom (majority of artworks are stored in an external storage location and maintained by team colleagues)
- Monitoring of storage ins and outs – at Potsdamer Str., updating database
- Checking, ordering and maintaining tool and material stock
- Ensure works are packed and labeled correctly. Provide new packing for works as necessary.
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## Courier trips

- Transport of works, tools or material within Berlin with the gallery vehicles
- Delivery + installation of sold works on request within Berlin + Brandenburg



If needed - support at art fairs & at external storage

- Provide assistance with installations at art fairs and in the external warehouse as needed.
- Substitution of colleagues within the Art Handling Team during holidays or illness

**Job Requirements**

- Valid driver's license, Class B
- Fluent English and German (minimum B2 level)
- Well organized, pro-active team player with an eye for detail
- Minimum 2 years of Art handling experience in commercial galleries, museums, at art fairs or comparable environments
- Interest in contemporary art and the gallery's represented artists
- Experience with artwork database (Artlogic)

**Application**

Please send your application to [jobs@estherschipper.com](mailto:jobs@estherschipper.com).  
Walk-ins or phone calls will not be considered.