



HR MANAGER

Part-time

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

In the role of the HR Manager at Esther Schipper GmbH Berlin, you will play a pivotal role in the strategic development of a cultural diverse global team. This includes ensuring all HR labour obligations, on-off-boardings, hires, as well as mediating and implementing changes and challenges in the team. The role requires that you always have an open ear for all colleagues and the management, playing a connecting role to solve questions, tasks and challenges in the common interest.

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 6 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

- Human Resources
 - Strategic HR development, that takes into consideration company values, goals and diverse Team structure
 - Supporting all departments, and in case needed subsidiaries, with new hires and Offboarding
 - Maintaining a supportive and informative Onboarding process
 - Responsible for contract negotiations and necessary operational guidelines for new hires and the existing team in consultation with legal counsel and general management
 - Monthly salary preparations (external accounting)
 - Monitoring of personel budget
 - Monitoring and administration of absences, sick leaves and absence in collaboration with team leads according to company policies
 - Make sure our organization complies with HR labour laws and regulations
- Change Management

Esther Schipper

- Supporting and implementing structural, organizational changes in accordance with General Management vision and goals
- Ensuring a regular, appreciative feedback workflow in all departments
- Developing of individual skills and strengths of team members

Requirements

- Degree in human resources or comparable degree
- Previous experience in comparable roles for at least 4 years
- Enthusiasm and sensitivity for working in a multicultural, international team
- Further training or degree in psychological basics of personnel management
- Proven experience in change management, mediation a plus
- 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
- Interest and openness for the specifics and needs of a business in the contemporary art market

Application

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