



STORAGE MANAGER (maternal leave replacement)

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

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 spaces 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 core of this position is the entire storage organization in the gallery warehouse and the external warehouse. This also includes the control of material stocks, the preparation and follow-up of transports, including the preparation of condition reports, as well as the handling of the annual stocktaking.

Responsibilities

- Maintaining the storage organization:
 - Control and maintenance of the warehouse stock and order
 - Control of stock condition, error control and correction handling
 - Control of material stock
- Maintaining the inventory and annual stocktaking of the warehouses
- Conducting artwork condition checks:
 - Planning and conducting condition checks for outgoing and incoming deliveries of artworks
 - Communication of damage cases to Registrar Department

Esther Schipper

- Preparation of condition reports
- Updating the gallery's database (Artlogic) with condition reports and protocols supporting in providing data such as photography, dimensions or material information
- Preparing and managing general outgoing transports and arrivals and art fair transports
- Calendar and deadline management for the planning of transports and the workload for loans, fair transports and other projects
- Work Installation in the warehouse for photo shoots or appointments with artists
- If required, help with work installations during exhibition set-up and dismantling in the gallery or at art fairs

Job Requirements

- Minimum of 3+ years of art handling experience
- Excellent organizational skills and ability to plan ahead
- Very good communication skills and team player
- Flexibility and ability to thrive in a fast-paced environment and to adapt to rapid developments and changes
- A professional, careful and cautious approach while handling high value art objects and designer furniture
- High level of technical experience and experience installing complex multimedia artworks
- Fluent in English in written and spoken form as well as German basic knowledge
- Experience with artwork database (Artlogic)
- Plus: experience in conservation and restauration
- Plus: Valid drivers license
- Plus: ability to travel internationally

Application

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