



STORAGE MANAGER

The Storage Manager oversees the entire storage organization in both the gallery and external warehouses, as well as coordinating a team of Art Handlers and service providers. Responsibilities include the control of material stock, preparation for transports including packing and crating, with a strong focus on the preparation of condition reports and other artwork documentation.

The job holder reports to the Head of Registrar & Art Handling (HoRA) and is bound by instructions to the management and directors.

Handling extremely high value art objects and designer furniture pieces requires a professional, extremely careful and cautious approach.

Work is to be conducted transparently at all times so that work can continue smoothly in the event of illness.

Responsibilities include:

STORAGE ORGANISATION (Wilhelm's Halle, Artseco, Haberling)

- Maintaining the warehouse order according to gallery planning 2025.
- Managing intake of artworks, confirming receipt of correct works, number of colli and packing dimensions, updating Artlogic accordingly, location tracking & efficient shelving.
- Maintaining the organization of the storage and ensuring artworks are shelved and stored promptly and efficiently
- Management of outgoing works including preparing lists, updating packing dimensions, confirming colli count and that all works are accounted for
- Control/maintenance of material stock and order missing material
- Develop and maintain a pool of freelancers and plan the staffing of storage projects in collaboration with HoRA

ARTWORK CHECKS & CONDITION REPORTS

- Carrying out and planning of Condition Checks/Reports before deliveries and for incoming artworks:
 - Organize warehouse schedule and staffing based on projects and deadlines including checks of incoming and outgoing Loans, consignments, sold works, and art fair transports
 - Task Management of Condition Checks organized in Teams Channel
 - Communication in the event of damage to HoRA and Artist Liaison Team

DATABASE

- Updating of Artlogic with condition notes and images
- Updating locations of datasets within storage
- Maintaining a uniform entry of packaging information in Artlogic database and making sure all artworks have packed dimensions entered
- Support in providing missing data such as signatures, dimensions, or component information to Cataloguer

INVENTORY

- Annual stocktaking of all storage locations in Berlin:
 - Structural planning of the annual inventory process

Ether Schipper

- Supervision and independent execution of the inventory in Berlin warehouses
- Updating artwork entries in Artlogic database based on findings (i.e. dimensions, packed dimensions, locations, colli count, etc.) in cooperation with Cataloguer
- Final reporting to HoRA, Cataloger and management of findings

SUPPLIES

- Organizing supplies and equipment:
 - Ordering tools, installation material, packing material, fair materials, and crates
 - Coordinating delivery and collection of equipment with external providers when needed at storage i.e. Scissor Lift, Forklift

TRANSPORTS

- General transport preparation (outgoing transports):
 - Checking of packaging in compliance with safety standards and mode of transportation
- General transport preparation (arrivals):
 - Inspection of the packaging in compliance with safety standards (on arrival - if damage is visible, immediate inspection must be initiated).
 - Inspection of incoming goods up to max. 14 days after arrival (land and air freight) and 7 days after arrival (sea freight) in order to meet insurance deadlines
- Art fair transports:
 - Coordinating checks of incoming/outgoing works and efficient and safe consolidation of artworks depending on mode of transportation
 - Creating art fair packing lists including measuring and weighing all colli
 - Confirming the exact number of returned colli according to the shipping list - in case of discrepancies update database and inform the HoRA
 - Signing off on the packing list and colli count when loading outgoing transports

CALENDAR AND DEADLINE MANAGEMENT

- Feedback at Wednesday meeting
- Check of upcoming list with Artist Liaison, HoRA for planning of transports and workload for loans, fair transports and other projects

WORK INSTALLATION

- Installation of artworks in the warehouse showroom for photography, appointments with artists, and client viewings
- If required, help with artwork installations during exhibition set-up and dismantling in the gallery

SUBSTITUTION

- Substituting for colleagues in the Art Handling Department in case of vacation or illness