

## 2 Vacancies at Heni, London

London, UK

Application deadline: Apr 6, 2018

Carol Edwards

[\[1\]](#) Art Researcher/Project Manager vacancy at Heni

[\[2\]](#) Librarian Vacancy at Heni

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[\[1\]](#) Art Researcher/Project Manager vacancy at Heni

Start date: as soon as possible

### ROLE SUMMARY/PURPOSE OF JOB

The Heni Group is a London based fine arts services group comprising four companies. In total the company employs circa 100 members of staff and is growing.

As part of Heni Digital you would work on the website of a contemporary German artist, coordinating the research team and ensuring a consistently high standard of material. The role also entails carrying out research and editing data in close collaboration with your team members, providing new and historical content aimed at both scholarly and general audiences. As this role encompasses the management of a small team, a certain degree of maturity and responsibility is desired. This is an exciting role for a bi-lingual art historian to join a friendly art research team in an exciting, fast-growing art services company.

### KEY RESPONSIBILITIES AND DELIVERABLES

- Management of the research team by organising workloads and priorities
- Maintain website, carry out research and provide content for the website, always keeping it up to date with current developments
- Ensure continual improvement and reviewing of existing data
- Write and proof-read texts in German and English
- Liaise with stakeholders and external researchers and institutions; answering email requests and filtering incoming enquires
- Tracing images and their copyrights
- Documenting and archiving of data content
- Producing and editing of video content
- Representing the artist on social media

### PERSON SPECIFICATION

#### ESSENTIAL:

- A degree in Art History with a strong interest and knowledge in contemporary art

- Native German language skills (at least C2 – CEFR or comparable)
- Fluency in both written and spoken English
- Excellent communication and writing skills
- Excellent attention to detail
- Must be pro-active and self-sufficient in organising workload
- The ability to work as part of a team as well as independently
- MS Office skills

DESIRABLE:

- Experience of editing web content
- Knowledge of another European language (ideally French/ Italian/ Spanish) or Chinese
- Previous experience with FileMaker and/or databases or CMS
- Experience with managing Social Media accounts

If you would like the chance to join a friendly team in a creative and fast-growing company, please email your CV and covering letter in English or German to [recruitment@heni.com](mailto:recruitment@heni.com) under the subject heading "Art Researcher".

Unfortunately, due to the large number of applications we receive, we are unable to respond to unsuccessful applicants individually.

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[\[2\]](#) Librarian Vacancy at Heni

ROLE SUMMARY/PURPOSE OF JOB

The Heni Group is a London based fine arts services group comprising four companies. In total the company employs circa 100 members of staff and is growing.

Supporting both the Heni Talks and Heni Digital teams, you would be responsible for the upkeep, management and expansion of our in-house library. Working closely with our research and video teams, you would liaise with publishing houses, museums and distributors, ensuring that the latest publications on various artists and subjects are available for the teams. The role includes carrying out research in regards to publications and editing related data on a number of websites. This is an exciting role for someone with a keen interest in the arts to join an exciting, fast-growing arts services company.

KEY RESPONSIBILITIES AND DELIVERABLES

- Maintain and update the library and its database
- Work closely with the art research team to keep the website[s] updated
- Research and acquisition of publications relevant to our projects
- Carry out the documentation, classification and labelling of new and current acquisitions
- Write and proof-read texts in both German and English
- Carry out annual stock takes

PERSON SPECIFICATION

ESSENTIAL:

- Advanced German language skills (desirably native, at least C1 – CEFR or comparable)
- Fluency in both written and spoken English

- Experience of working as a librarian
- Excellent administration and communication skills
- Excellent attention to detail
- The ability to work as part of a team as well as independently
- MS Office

DESIRABLE:

- An interest in the art world and/or knowledge of art book distribution
- Experience with FileMaker
- Knowledge of another European language (ideally French/ Italian/ Spanish) or Chinese
- Experience in web content editing

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Unfortunately, due to the large number of applications we receive, we are unable to respond to unsuccessful applicants individually.

Reference:

JOB: 2 Vacancies at Heni, London. In: ArtHist.net, Mar 18, 2018 (accessed Jul 3, 2026), <<https://arthist.net/archive/17605>>.