

Gallery associate (Berlin)

WILDE Gallery

Berlin contemporary art gallery is looking for a part-time gallery associate with some sales responsibilities. Hours are 24-30 hours/week depending on workload. Salary negotiable.

We are looking for a presentable and highly service minded individual with fluency in English and German languages. Additional language proficiency is a plus.

The candidate should have experience within gallery administration work and should possess excellent cataloguing and archival skills. Knowledge in the field of contemporary art is a plus, and will take precedent over other applicants.

Minimum technical requirement is full knowledge of MS Office. The working tasks call for basic knowledge in both PC and Mac environment. Basic skills in image handling (such as Photoshop) and on line Art database research skills as well as traditional art research skills are required.

The gallery is located in Berlin-Mitte and handles young contemporary international artists as well as offering art advisory services. We assist in building private and corporate fine art collections as well as performing due diligence services for our clients.

The applicant should enjoy working in a highly diverse environment and wish to contribute to a growing client base. A social skill is a must.

Punctuality is a given. The work tasks also include traveling to art fairs, conducting artists studio visits as well as some sales responsibilities.

Work tasks include:

Logistics/Shipping/Warehousing/Insurance/Art handling

Co-ordination of gallery schedule, openings and special events

Database upkeep. (Gallery Pro)

Buildup and breakdown of exhibitions / Structural planning of exhibitions

Purchase orders/Sales Offers/Client maintenance

Gallery Artists archival work

Exhibition loan co-ordination and consignments

Contact with Press and PR Agencies

Client contacts and correspondence

Database and Data entry

Travel co-ordination

Bookkeeping (preparatory)

International art fair participation and co-ordination

ArtHist.net

Gallery maintenance

* Contact with suppliers/framers/foundries

Please apply with CV via email only to pieper@wilde-gallery.com and mark your email "Gallery assistant".

Applications should be from local candidates or from candidates who intend to live in Berlin. Position is to be filled no later than January 29rd, 2009.

Contact person: Bjorn Stern - Wilde Gallery - Chausseestraße 7 - DE-10115 - Berlin

Phone: +49 30 258 16 258, www.wilde-gallery.com

Reference:

JOB: Gallery associate (Berlin). In: ArtHist.net, Jan 23, 2009 (accessed Apr 25, 2025), <<https://arthist.net/archive/31133>>.