

## 2 Gallery Positions, Capitain Petzel Berlin

Berlin, Germany, Mar 01, 2022

Application deadline: Feb 15, 2022

Capitain Petzel

[\[1\]](#) GALLERY PROFESSIONAL | CAPITAIN PETZEL, BERLIN

[\[2\]](#) REGISTRAR/IN (ASSISTENZ) | CAPITAIN PETZEL, BERLIN

[\[1\]](#) GALLERY PROFESSIONAL | CAPITAIN PETZEL, BERLIN

Contract Type: Full-time

Job Type: Permanent

Pay: Commensurate with experience

Location: Berlin

Start date: 1.3.2022

Since 2008, Capitain Petzel has presented exhibitions by established international artists, represented by the galleries Galerie Gisela Capitain, Cologne, and Petzel, New York. Charline von Heyl, Christopher Williams, Monika Sosnowska, Laura Owens, Sarah Morris, and Wade Guyton, amongst others, have realized ambitious solo exhibitions, developed on-site in the exceptional space in Berlin-Mitte.

We are currently seeking a full-time Gallery Professional (Artist Liaison / Sales Office) to join our team.

The role will include, but not be limited to, the following responsibilities:

- Work closely with the artists to assist in the development of their exhibitions; Visits to artists' studios will be part of this role
- Initiate sales and oversee sales procedures and documentation; populate external sales platforms
- Create and follow up on proposals, exhibition dossiers and online viewing rooms
- Manage preparations for exhibitions, events and art fairs
- Respond to press requests and implement the gallery press strategy
- Represent the gallery at exhibition openings, events, and art fairs
- Manage all gallery's social media channels and lists of public exhibitions
- Report to the directors, demonstrate team leadership

The successful candidate will have the following skills / experience:

- 3-4 years' experience working in a contemporary art gallery
- University Degree in Art History, Culture Studies, or a related field
- Experience of working in a fast-moving office environment
- Comfortable working with tight deadlines, budgets and

expectations

- Diplomatic, with a professional mind-set
- Proficiency using Mac operating systems, Microsoft Office, Adobe Photoshop, and InDesign
- Pronounced interest in contemporary art
- Excellent communication and writing skills in German and English (fluency in French a plus)

What we offer:

- A responsible job in an international gallery in the triangle of New York (Petzel Gallery), Cologne (Galerie Gisela Capitain) and Berlin.
- Work with original artworks of important artists of the 20th and 21st century.
- Work in a small team; great personal responsibility and development potential.

Please send your application with CV and salary requirements to:

Email: [applications@capitainpetzel.de](mailto:applications@capitainpetzel.de)

Phone: +49 30 240 88 130

We look forward to hearing from you!

Capitain Petzel  
Karl-Marx-Allee 45  
10178 Berlin  
Germany

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[2] REGISTRAR/IN (ASSISTENZ) | CAPITAIN PETZEL, BERLIN

Registrar/in (Assistenz)

Bezahlung: Voll- oder Teilzeit abhängig von der Erfahrung

Ort: Berlin

Antrittstermin: 01.03.2022

Capitain Petzel sucht ab sofort eine/n Assistenz-Registrar/in zur Unterstützung unseres Teams. Der/die ideale Kandidat/in verfügt über hervorragende organisatorische Fähigkeiten, versteht es, Projekte sorgfältig zu managen und Termine einzuhalten und hat fundierte Kenntnisse in den Bereichen Inventarisierung, Kunsttransport und Logistik.

Die Position ist ausgerichtet auf die Unterstützung der Registrarin der Galerie in allen ihren Aufgaben.

Diese sind:

- Organisation von nationalen und internationalen Transporten
- Logistische Planung und Vorbereitung von Kunstmessen
- Organisation des Inventars der Galerie; Pflege der Kunstdatenbank
- Erfassung der ein- und ausgehenden Kunstwerke
- Erstellen von Consignments, Leihverträgen, Zustandsberichten, Echtheitszertifikaten, Manuals und Installationsdokumenten

- Materialbeschaffung, Koordination von Dienstleistern im Hausmanagement
- Erfahrung als Art Handler/Techniker von Vorteil.

Was wir bieten:

- Eine verantwortungsvolle Tätigkeit in einer internationalen Galerie im Dreieck New York (Petzel Gallery), Köln (Galerie Gisela Capitain) und Berlin
- Arbeit mit originalen Kunstwerken bedeutender Künstler des 20. und 21. Jahrhunderts
- Arbeit in einem kleinen Team und große Eigenverantwortlichkeit

Bitte richten Sie Ihre Bewerbung mit CV und Gehaltsvorstellungen an:

applications@capitainpetzel.de

Capitain Petzel

Karl-Marx-Allee 45

10178 Berlin

t: +49 30 240 88 130

Wir freuen uns auf Ihre Bewerbung!

Reference:

JOB: 2 Gallery Positions, Capitain Petzel Berlin. In: ArtHist.net, Jan 20, 2022 (accessed Mar 28, 2026), <<https://arthist.net/archive/35740>>.