

# Tanya Leighton

Gallery Assistant, Tanya Leighton, Berlin

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Requirement: Full-time, minimum 2 years  
Hours: Tuesday – Saturday, 10am – 6pm  
Start Date: 1 November 2023

Tanya Leighton seeks a Gallery Assistant to support the smooth and efficient operation of the gallery and its programme. A successful candidate will speak both English and German fluently, having had experience working in a fast-moving creative environment is preferable. Reporting directly to the Gallery Manager, the Gallery Assistant will fulfill a key role within a busy team split between Berlin and Los Angeles.

Candidate specifications:

- Ability to support team members and artists in the exhibition and promotion of artworks
- Excellent communication skills in English and German
- Proficient in creatively devising content for social media accounts
- Proficiency in Adobe Creative Suite with a special focus on Photoshop and InDesign, as well as Mac operating systems and Microsoft Office
- Excellent organisational skills with proven ability to work to tight deadlines, following instructions closely without oversight
- Smartly presented with a polite and positive demeanor
- Fast learner able to pick up the operation of new systems in an efficient and timely manner

Tasks and Responsibilities:

- Welcome visitors to the gallery, giving introductions or tours of the exhibitions
- Update artist CVs, press packs and portfolios in a timely manner using InDesign
- Assist with content creation for gallery's social media channels and update public exhibition listings
- Maintain the gallery's digital archive and online
- Prepare exhibition openings and events as well as off-site events including dinners and parties
- Assist with updating the gallery's website and digital sales tools such as online Viewing Rooms
- Create exhibition and artwork presentation documents using InDesign
- Fulfill image and press requests; field inquiries from institutions, curators and private clients as needed
- Liaise with external providers, facility managers, and suppliers (internet, phone, etc.) to arrange repairs and maintenance as necessary

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- Ensure office and gallery spaces are tidy, presentable, and most efficient at all times
- Maintain office diary and shared calendar
- Make travel and accommodation bookings for staff, and prepare schedule and information packs for visiting artists and guests
- Provide general assistance to the Director and Gallery Manager as well as lend support to other members of the team as required
- Uphold gallery standards in all communications, both internal and external

Application: To apply for this position, please send a resume and cover letter to [info@tanyaleighton.com](mailto:info@tanyaleighton.com) with 'Application: Gallery Assistant, Tanya Leighton' as the subject line by 1 October 2023. Interviews will take place on a rolling basis.

Applicants without the above specifications need not apply.