

## Archivist - Archive, Digital File Management, Inventory

Studio Julian Charrière is searching for an extremely organized and motivated candidate to join our office team as Archivist. The ideal applicant will have experience in all aspects of archiving, inventory management, and image rights.

### About the artist:

Julian Charrière is a French-Swiss artist based in Berlin, exploring ideas of nature and materiality through deep geological time. Working across different media and often stemming from fieldwork in remote locations with distinct geophysical identities, such as volcanoes, ice fields and radioactive sites, Charrière addresses pressing matters of ecological concern. Charrière often collaborates with scientists, engineers, and philosophers, to produce artworks which critically reflect on our frameworks for perceiving, representing and engaging with the natural world.

Charrière has been exhibited by major institutions, including Langen Foundation, SFMOMA, Dallas Museum of Art, Centre Pompidou, MAMbo Bologna, Berlinische Galerie, MASI Lugano, Aargauer Kunsthaus, Musée des Beaux-Arts Lausanne, as well as international events such as the Biennale di Venezia, the Biennale de Lyon, Guangzhou Image Triennial, or the Antarctic Biennale.

### Job conditions:

The position is intended for four to five days a week but can be adjusted upon agreement.

### Main responsibilities:

#### ARCHIVES & DIGITAL FILE MANAGEMENT

- Document the studio's complete collection of artworks, sculptures, and other artistic creations
- Managing the image and video database
- Updating and archiving all printed press mentions in relation to exhibitions, fairs and interviews
- Update the artists CV, portfolio and exhibition lists
- Update the artist's website
- Request images from institution, galleries, museums to update the studio's digital archival
- Manage image rights

#### INVENTORY MANAGEMENT

- Manage the studio's library
- Digital and physical archiving of exhibition catalogues, press, promotional materials, etc.

### Skills:

- Written and spoken fluency in German and English
- Previous experience in archival management, preferably in an art-related context
- Strong organizational and multitasking skills with great attention to detail
- Knowledge of Adobe Creative Suite: InDesign, Photoshop

### Application:

Please direct your CV and letter of motivation in either German or English to Zorya Serra:  
jobs@julian-charriere.net