



ARTIST LIAISON

Full-time

Esther Schipper is seeking an experienced, culturally engaged, and highly organised Artist Liaison to join our team. This high-level position is at the heart of the gallery's artist relationships, serving as the primary point of contact between the gallery and its represented artists and their studios. The Artist Liaison manages the full spectrum of artist-facing responsibilities, from strategic career development and institutional network-building to inventory management, exhibition production, and contract negotiation. The ideal candidate brings substantial experience in a comparable role at an international gallery or arts institution, a deep command of contemporary art and global art history, and the interpersonal finesse to navigate complex, long-term artist relationships with discretion and authority. This role demands a proactive, solutions-oriented mindset, exceptional organisational skills, and the ability to manage multiple high-stakes projects simultaneously. Regular travel and availability outside standard working hours are required.

Gallery Profile

Specialising in contemporary art and representing over 60 artists and estates, Esther Schipper has locations in Berlin, Paris, and Seoul. The global team of over 60 employees operates across multiple locations, with headquarters in Berlin, where the core operation is managed by both Managing Directors and their six departments. Representing a diverse roster of international artists, the gallery has built a nearly 40-year legacy of innovation, institutional collaboration, and global engagement. The gallery is committed to presenting groundbreaking exhibitions by leading international artists. Mainly active in the primary market, the gallery represents its artists at all major international art fairs. There are 12–14 internal exhibitions produced yearly for the Berlin space, alongside regular exhibitions in the galleries in Paris and Seoul. The gallery participates in all major international art fairs annually and supports dozens of external institutional exhibitions worldwide.

Position Summary

The Artist Liaison is an expert role within the gallery's Artist Liaison team, reporting directly to the Team Lead of the department. The team currently holds 5 Artist Liaisons who each look after approximately 10 artists and their estates. The position carries significant independent responsibility and requires a high degree of professional maturity, cultural sensitivity, and strategic thinking. The Artist Liaison is the gallery's primary interlocutor with assigned artists and their studios, building and maintaining trusted, long-term working relationships. They lead the development and execution of artist career strategies



in close collaboration with gallery management, coordinate internal and external exhibitions, oversee inventory and consignment processes, and cultivate the institutional networks that support the long-term development of the gallery's artists. A collaborative spirit and commitment to a positive, constructive work culture are essential.

Scope of Duties

Project & Exhibition Management

- Independently manage internal and external exhibitions and projects from concept through to completion, in close collaboration with artists/studios and the back-office team
- Develop exhibition concepts in collaboration with artists and gallery management
- Maintain project checklists, artist matrices, and deadline management throughout all phases
- Negotiate project budgets with artists and take full responsibility for budget control, accounting, and profit/loss analysis
- Prepare and send end-of-show letters to artists

Inventory & Consignment Management

- Procure and oversee consignment agreements in collaboration with one of our Registrars and our Cataloguer
- Define editions, pricing, and artwork descriptions; maintain thorough and accurate inventory records, artwork documentation, and artwork files
- Monitor the production of new works, negotiate production budgets with artists, and exercise budget control
- Prepare and manage sales materials in collaboration with the back-office and sales teams
- Ensure the timely and complete delivery of sold works, including installation manuals and certificates, in collaboration with the Post Sale Coordinator and Senior Client Services Registrar
- Coordinate loan agreements with institutions in collaboration with the Registrar team
- Maintain filing systems on the server and in physical binders, including artwork and project files and the gallery archive



Artist Relations & Career Development

- Serve as the primary point of contact for assigned artists and their studios within the gallery structure, providing a reliable and supportive framework
- Build and sustain strong, trust-based relationships with artists, demonstrating cultural sensitivity, empathy, and a nuanced understanding of cross-cultural communication
- Negotiate the terms and conditions of cooperation with artists on behalf of the gallery
- Develop and implement career and sales strategies for assigned artists in collaboration with gallery management and the sales team
- Cultivate and expand the gallery's institutional network with the aim of advancing artists' careers, including attendance at exhibition openings and institutional events internationally

Artist Accounts

- Ensure correct accounting and timely payment of artist shares in close collaboration with the Artist Account Manager, including statements and payment overviews
- Register, monitor, and control production costs and other gallery investments in Artlogic
- Coordinate and send yearly artist account overviews in close collaboration with the Artist Account Manager

Requirements

- Minimum 4–6 years of professional experience in a comparable role, ideally at an international contemporary art gallery or major art institution
- Demonstrable track record of managing complex artist relationships and leading exhibition projects with a high degree of autonomy
- In-depth knowledge of contemporary art, global art history and the international art market
- Strong networking skills and an established presence within the international contemporary art world
- Degree in Art History, Cultural Studies, Postcolonial Studies, or a related field; equivalent professional experience will be considered
- Proven cultural sensitivity and a sophisticated understanding of cross-cultural communication, with experience working with artists from diverse backgrounds



- Excellent written and verbal communication skills in English (business fluent); German proficiency is a strong asset
- Exceptional organisational abilities and project management skills, with a structured, detail-oriented approach and the capacity to prioritise effectively across multiple simultaneous projects
- Strong financial literacy and experience with budget negotiation and profit/loss reporting
- Knowledge of artwork production processes and proven experience developing and producing complex projects and exhibitions
- Proficiency in Artlogic or comparable CRM/inventory management systems; confident with Mac, Microsoft Office (including Excel and Word), and a project management tool, such as Asana
- Emotionally intelligent, diplomatic, and discreet; a collaborative team player who contributes to a positive and professional work culture
- Willingness to travel internationally and to work outside standard hours in line with gallery events and fair schedules

Working Conditions

Contract: Full-time, permanent

Location: Berlin (in-person)

Working Days: Monday to Friday; evening availability occasionally required for travels, events and openings

Desired Start: Second half of 2026

Salary: 5.250 € during probation, 5.600 € thereafter

Department: Artist Liaison

Reports To: Team Lead Artist Liaison

Application

Please submit your application, including a cover letter, CV, and any relevant references, through our career page. Walk-ins and telephone enquiries will not be considered.