

Tanya Leighton

Associate Director — Tanya Leighton, Berlin

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Hours: Tuesday– Saturday

Salary: Commensurate with experience

Full-time position, 40h/week

Tanya Leighton seeks an experienced, full-time Associate Director in Berlin to actively develop new markets and generate sales. The successful candidate will be responsible for building and nurturing relationships with new and existing clients to place work in significant institutional and private collections, liaising with artists, and strategizing to increase exhibition opportunities and exposure for artists' work as their careers advance. In close discussion with the Gallery Owner, and Gallery Manager, the Associate Director will also help plan and develop the exhibition and events programme in Berlin, as well as off-site projects internationally.

Requirements

- Excellent written, copyediting and presentation skills in both English and German are essential.
- Five years experience working in a commercial gallery, with a minimum of three years sales and managerial experience.
- Demonstrated, proven record of significant sales and an international network of clients.
- Work to be performed from Tanya Leighton Gallery location in Berlin
- Proficiency with Mac operating systems, Microsoft Office and project management software as Asana.
- Willingness to work occasional Saturdays and additional hours for client meetings, openings and events required.

Tasks and Responsibilities include:

- Lead the gallery's sales strategy programme in discussion with Owner
- Maximize sales in primary and secondary markets, drawing on existing knowledge and networks.
- As the gallery's primary liaison, work closely with the represented artists in all areas of the production, exhibition, promotion and sale of their work.

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- Assist Owner in the planning and development of the exhibition and events programme in Berlin, and elsewhere.
- Liaise with curators and institutional representatives to develop opportunities for the artists' work in museum exhibitions and at biennials.
- Represent the gallery, its artists and programme at international art events and art fairs.
- Support a productive, efficient, happy team, providing direction and support to staff to deliver a high-quality exhibition and fairs programme.
- Write descriptive texts about key artworks, fair applications, press releases and formal communications.

To Apply:

Please submit your CV and cover letter in English to info@tanyaleighton.com with 'Associate Director, Berlin' in the subject line by 25 September 2026. Only qualified candidates will be contacted.

Interviews are conducted on a rolling basis.
We look forward to receiving your application.