

SETAREH

Gallery Manager in Sales and Administration (m/f/d)

SETAREH, a renowned, leading gallery headquartered in Düsseldorf, is currently seeking a full-time gallery manager in sales and administration for our Berlin gallery at Schöneberger Ufer 71. This is a multifaceted role offering insight into various areas such as gallery management, administration, and client relations.

Key Responsibilities:

- Managing gallery operations, including the planning of exhibitions and upkeep of the gallery
- In the sales area: proactively facilitating and selling artworks to existing and new collectors, collections, and institutions
- Handling and corresponding with collector inquiries both in person and digitally; maintaining relationships with collectors; maintaining the database
- Creating, sending, and following up on offers, portfolios, and sales dossiers
- Compiling sales-supporting materials, price lists, provenance details, etc.
- Creating and maintaining artwork lists, condition reports, texts, portfolios, CVs
- Coordinating logistics & shipping, photographers for installation views, and art handlers
- Collaborating with artists (Artist Liaison), institutions, and foundations both nationally and internationally
- General front desk duties, visitor support, administration, and assistance with communication
- Support during art fairs both in the gallery and on-location.
- Networking at art-related events in Berlin throughout the year. Research and contact with Berlin artists and other cultural programs.
- Research, analysis of the art market, analysis and research of new artists, strategic concepts and solutions in sales
- Work schedule: Tuesday to Saturday

Requirements:

- At least a completed Bachelor's degree in Art History, Cultural Studies, or Cultural Management or a comparable education
- Min. 2 years of gallery experience or equivalent experience in sales or management
- Organizational talent and communication skills, strong persuasiveness with an independent work style
- Strong computer skills; experience with databases and Adobe programs, especially InDesign
- Excellent English skills; additional foreign languages are a plus
- Friendly and engaging personality
- Structured and responsible way of working, quick comprehension, resilience and adaptability, high level of flexibility and commitment
- Interest in contemporary as well as modern art
- Safe handling of MS Office programs and handling of Adobe InDesign is required

We offer:

- Promotional opportunities
- An international team
- A creative environment with a regular rotation of exhibitions, making for an inspiring atmosphere
- The opportunity to work in a top-tier gallery in one of Germany's most exciting art hubs with an international focus

We look forward to receiving your application, including your earliest possible start date, via email to: m.dacquisto@setareh.com.