

## **Internship: Assistant to Studio Management and Production (2 Days/week)**

**Location:** Berlin

**Start:** by arrangement

**Duration:** min. 3 months

The artist **Andreas Greiner** is looking for an intern to support the **studio management and production team** of his Berlin-based practice. The position offers valuable insight into the organizational and project-based processes behind contemporary art production.

### **Tasks**

- Support in day-to-day studio organization and administration
- Coordination of schedules, meetings, and communication with project partners
- Assistance with the preparation and follow-up of exhibitions and projects
- Research tasks (materials, logistics, production partners)
- Support in documentation and archiving of works and projects

### **Profile**

- Strong organizational skills, reliability, and a structured way of working
- Good communication skills in German and English
- Interest in contemporary art and cultural production
- Confident with MS Office/Google Workspace; Adobe or project management tools are a plus
- Students of Art, Design, Cultural Management, or related fields are welcome – but **not required**

### **Conditions**

- **2 Days per week** (1 week onboarding)
- **Compensation: €450 per month**
- Flexible working hours, some tasks can be done remotely
- Inspiring and international working environment in a contemporary artist's studio

### **Application**

Please send a short CV and a brief motivation statement (max. 1 page) to:

[studio@andreasgreiner.com](mailto:studio@andreasgreiner.com)