

**Position: Researcher**

The **Researcher** is mainly responsible for researching and writing readable, detailed, scholarly illuminated manuscript, miniature, and printed book descriptions. The Researcher is additionally responsible for assisting the Deputy Director in performing a wide range of activities related to the sale of artwork, promotion of the Dr. Jörn Günther Rare Books AG brand, client outreach, and office administration. This position is based in Basel, and is 100 %, with required weekend work and overtime during fair seasons.

Responsibilities include but are not limited to:

- writing and researching object descriptions, catalogues, brochures, and online and other content
- assisting in the preparation of company publications, including editing and communicating with the publisher
- assisting in the preparation and execution of international art fairs and exhibitions, including travel and on-site sales
- client outreach/follow up
- photo documentation of the works of art
- archival work, including the digitisation of archival material, maintaining orderly digital research data
- book transport/packing with team
- assisting with company mailings

Skills sought and other requirements:

- **the right to work in Switzerland or the European Union is required**
- Ph.D. in Art History, with expertise in medieval illuminated manuscripts and experience in book cataloguing, knowledge of early printed books a plus
- ability to speak and write fluently in English and German, English as a mother tongue preferred, other languages a plus
- fluency with technology, i.e. Adobe Creative Suite, Office Suite, Mac Finder organisation, and ability to use a web CMS
- teamwork and open communication

If you are interested in this position, please contact Dr. Erin K. Donovan, Deputy Director, with your CV and a brief English writing sample at [ed@guenther-rarebooks.com](mailto:ed@guenther-rarebooks.com).