



ASSOCIATE DIRECTOR / DIRECTOR

Full-time

Esther Schipper is looking for an experienced Associate Director / Director to join our team in Berlin in full-time.

Gallery Profile

Specializing in contemporary art and representing over 45 artists and estates, Esther Schipper has locations in Berlin, Paris and Seoul. 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 8-9 internal exhibitions the gallery produces yearly for its space in Berlin, alongside regular exhibitions for the gallery's showrooms in Paris and Seoul. The gallery participates in 10-12 international art fairs and supports dozens of external institutional exhibitions worldwide.

Role of Associate Director / Director

Sales Directors are the leading sales figures in the sales team. They cultivate and maintain a steady client base and are able to realize a high turnover of sales on a steady basis. Directors manage their own projects such as art fairs or dedicated client events with full responsibility for outcome, turnover and costs.

Sales Directors are responsible for the representation of the Headquarters of the company in Berlin. This includes in particular the strategic planning and implementation of market-relevant projects and events at the gallery such as the Gallery Weekend, the Berlin Art Week or other dedicated client-specific events in Berlin, such as openings, dinners or cocktails.

Directors feel responsible for ensuring an excellent visibility of the Berlin gallery presence in the sense of maintaining the spaces and efficient processes in the team, which includes the professional use of various sales tools like 3rd party platforms, the website or others and keeping a pristine surrounding and experience for visitors and clients.

Sales Team Structure

The Sales Team is responsible for sales of works by gallery artists, mainly on the primary market. The gallery produces 8-9 exhibitions in Berlin yearly, participates in 10-12 international art fairs and supports dozens of external exhibitions in museums and institutions worldwide. The Berlin Sales Team works closely with the international sales colleagues around the world based in Seoul, Taipei, Beijing, Paris, Barcelona and Nice.



Independent Main Tasks

Sales + Marketing Strategy

- Developing and implementing the gallery's sales strategy in the primary in collaboration with the General Management, seeking ways to enhance sales.
 - Art Fair Strategy
 - Strategy for client events, like dinners etc.
 - Market development national and international
 - Identifying, reporting and maximising on business opportunities in target markets
- Coordinating and developing marketing strategy in close collaboration with the gallerie's Content Team

Sales

- Taking care of existing clients
 - Ensuring professional communication with clients e.g for Xmas Send Out, Invoice Packages, sold works, installation
 - Attending high profile networking events, entertaining clients outside of usual gallery hours and travelling where necessary to enhance client development
- Driving sales for gallery artists on the primary market
 - building new client relationships
 - answering sales inquiries of all kinds (online, by phone, in person)
 - Generating sales before and during art fairs
 - Representing the gallery at various external and internal events such as exhibition openings, gallery dinners, book presentations
- Monitoring the national and international art market and the market of gallery artists

Project Management

- Independent management of different projects such as art fairs, dinners or other marketing events in close collaboration with the back-office team
 - Strategic outlining and project management
 - booth planning and art fair preparations in collaboration with Fair Manager and General Management
 - Responsible for budget and accounting of respective projects incl. profit-loss calculation



Requirements

- At least 3-5 years of employment in similar roles, preferably in an internationally operating gallery, where a deep understanding of the international art market could be gained
- Broad and in-depth knowledge of art history, contemporary art and the art market
- Excellent written and verbal communication skills are essential in English (German plus)
- Accurate organizational skills for the implementation of own projects
- Ability to perform under pressure, high flexibility and availability to travel

Application

Please send your application to jobs@estherschipper.com.
Walk-ins or phone calls will not be considered.