

Galerie Neu

Linienstrasse 119abc  
10115 Berlin

Tel. +49 (0)30 285 75 50  
Fax. +49 (0)30 281 00 85  
mail@galerieneu.com  
www.galerieneu.com

## Senior Associate (100%)

Galerie Neu is seeking a full-time Senior Associate to join the gallery's team in Berlin starting as soon as possible.

The role combines responsibility for the daily front-of-house operation of the gallery with the coordination of exhibitions, artist relationships and institutional collaborations, working closely within a tightly knit team, alongside represented internationally active artists/ their studios and in dialogue with partnering institutions and galleries. The position contributes to the planning and realisation of exhibitions, art fair presentations and related projects.

The role combines representative tasks, artist liaison, project coordination, sales and client development, research and communication. It requires a strong understanding of contemporary art and the ability to navigate a dynamic and fast-paced gallery environment with initiative, precision and discretion. Sound judgment, reliability and the ability to maintain oversight across multiple projects are essential.

Remuneration is dependent on experience. Working hours at Galerie Neu, Linienstrasse 119 abc, 10115 Berlin, Germany, are 10 am – 6 pm, Tuesday – Saturday, and as required.

### Responsibilities

- Welcoming a broad range of visitors to the gallery, providing confident engagement with press, clients and tailored to different audiences.
- Ensuring smooth day-to-day running of the gallery.
- Supporting planning, coordination and production of exhibitions, publications and related projects.
- Acting as a key point of contact between the gallery and selected artists and their studios.
- Upkeep of artist databases and documentation, including biographies, portfolios, bibliographies and press materials.
- Maintaining an overview of artist-related activities including institutional exhibitions, publications, press, collaborations and supporting these processes where needed.
- Preparing art fair applications and supporting fair presentations in collaboration with the directors.
- Communicating with curators, institutions, collectors press and and partners.
- Preparing presentations, documentation and project-related materials.
- Conducting sales and supporting the development of collector relationships in collaboration with the directors.
- Supporting research and development of exhibition and publication content.

### Profile

- Minimum 5 years of professional experience in a contemporary art gallery, institution, or comparable role.
- Broad, in-depth knowledge of contemporary art and its institutional context.
- Excellent communication skills in German and English; other languages are desirable.
- High degree of motivation, initiative, and responsibility paired with strong organisational competence.
- Ability to manage multiple projects and timelines simultaneously.
- Ability to work with precision and enthusiasm, both independently and as part of a team.
- Ability to perform under pressure, with flexibility and availability to travel.
- Proficiency with Mac operating systems, Microsoft Office suite, Adobe Photoshop and InDesign as well as content management systems such as Artbutler or Artlogic (or comparable gallery databases).
- Sensibility to the program, aims and vision of Galerie Neu.

### Application

Please submit your CV and cover letter (max. 500 words) to [application@galerieneu.com](mailto:application@galerieneu.com)  
Interviews will start in March 2026 and take place on an ongoing basis.

We look forward to receiving your application!