

Art Fair Manager (m/f/d)

Galerie Max Hetzler is an internationally active gallery for contemporary art, representing over sixty artists across four exhibition spaces in Berlin, Paris, and London, as well as operating an exhibition space and an artist residency in Marfa. Founded in Stuttgart in 1974, the gallery has since presented exhibitions of both established and emerging positions in contemporary art. Since the 1970s, the programme has continuously evolved in close collaboration with the artists represented by the gallery.

To strengthen our logistics team, we are seeking an Art Fair Manager (m/f/d) with immediate effect for our Berlin location.

Role Overview:

The Art Fair Manager oversees the planning, operational coordination, and administrative backbone for all gallery art fair participation. Operating primarily from the main office with selective on-site deployment, this role ensures seamless cross-departmental coordination, booth layout, and logistical execution before, during, and after each fair.

Key Responsibilities

- **Applications & Planning:** Manage the application pipeline, track all fair deadlines, and coordinate booth concepts alongside the Gallery Director.
- **Booth Design & Production:** Produce First Hang layouts using SketchUp, liaise with fair organizers on booth specs/production, and manage all VIP requests.
- **Internal Coordination:** Compile master lists and serve as the central liaison across Sales, Logistics, and Communications teams.
- **Logistics & Transport:** Oversee end-to-end fair shipping and studio collections—negotiating estimates, booking transport, and managing delivery timelines.
- **Team & Execution:** Schedule technician teams for installs. Manage install/deinstall, hanging updates, sales tracking, and post-fair dispersals either on-site or remotely from the office.

Your Profile

- Several years of professional experience in art fair management, fine art logistics, or a comparable position.
- Excellent organisational and communication skills, along with team spirit and assertiveness.
- High level of commitment, flexibility, and resilience.
- Structured, independent, and highly detail-oriented working style.
- Very good command of English (and ideally German), both written and spoken.

We Offer

- A permanent position (32–40 hours per week).
- 27 days of paid annual leave (depending on working hours).
- A varied and responsible role within an internationally renowned gallery.
- Collaboration within a dedicated, professional, and collegial team.
- Flat hierarchies and short decision-making processes.
- Insight into international fine art fair and logistics operations at the highest level.
- Opportunities for professional development and the assumption of responsibility.

Have we sparked your interest? We look forward to receiving your CV, including your availability, by email at:

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www.maxhetzler.com