

OSTRALE Biennale Assistant – part or fulltime

Purpose of the Job

The Assistant will report direct to the Artistic Director and will assist in the day-to-day running of the OSTRALE.

Main Responsibilities

- To act as point of contact for events, visitors, guests and press work.
- To provide administrative duties including amongst others, research, data processes, evaluation
- manage written correspondence, schedules, managing office supplies, answering phones, set up or confirm appointments, event schedules with artists, vendors, visitors, issuing of Certificates of Authenticity and assisting with mail outs.
- To conduct research on exhibiting artists and provide information to visitors about the exhibitions and education programme.
- To manage the shop reception desk including answering and directing incoming phone calls.
- To assist with the installation and removal of exhibitions under the supervision of the Artistic Director or the Curator.
- To assist with the running of events including setting up equipment.
- To provide desktop publishing support.
- To document special projects in photographic or other audiovisual media.
- To assist as requested in the areas of administration, public relations and events management.

Essential

- Excellent written communication skills in German and English and good team worker with a strong ability to lead and motivate a team. Other working languages would be an asset.
- Knowledge and experience in arts management, including retail and customer experience.
- Ability to work on own initiative in a flexible and fast moving arts environment.
- Ability to work under-pressure and meet tight deadlines.
- Experience of handling cash and managing financial matters.
- Knowledge and enthusiasm for contemporary visual art.
- Experience in managing visitor and/ or retail experiences.
- Technical knowledge in office and IT setup, software and equipment.
- Good word processing and desktop computer skills email and internet.
- Availability to work flexible hours,
- Experience of working with artists and curators.
- Degree in art history or related area.
- Degrees in arts management, business studies, marketing and sales, would be considered an asset.

Working hours

The part time job entails a minimum of 20 until 40 hours per week.

Application

To apply please email a motivation letter and curriculum vitae to:

post@ostrale.de by Monday of 16th of April 2018, 5pm

Interviews for shortlisted candidates will be held 27th of April 2018

Please note, we are unable to give feedback on individual applications.

The desired commencement date for the position of Assistant is on 2nd of May 2018.