

Trautwein Herleth is seeking a full-time Gallery Manager (100%) to join the gallery's team starting immediately.

Job Summary

The Gallery Manager is closely involved in the gallery's activities, undertaking a diversity of tasks including artist liaising, project coordination, research and communication. This position contributes to the planning and realization of exhibitions, art fair presentations and related projects.

The role combines responsibility for the daily front-of-house operation of the gallery with the coordination of exhibitions, artist relationships and institutional collaborations. The Gallery Manager works closely with the gallery team, represented artists, and in dialogue with partnering institutions and galleries as well as with producers and other trades.

The ability to communicate and work effectively within a team structure, meet deadlines, and handle stressful situations is necessary. The role 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, deductive thinking, reliability and the ability to maintain oversight across multiple projects is essential.

Working hours at Trautwein Herleth, Regina-Jonas Strasse, 41-43, 10999 Berlin, are 10 am–6 pm, Tuesday–Saturday, and additionally as required. Salary is commensurate with experience.

Responsibilities

- Serving as a first point of contact for gallery visitors. Providing confident engagement with a wide variety of gallery visitors, members of the press, clients and different audiences; professional communication of the exhibitions at the gallery and providing any assistance visitors may require .
- Ensuring smooth day-to-day operation of the gallery.
- Supporting the planning, coordination and production of exhibitions, art fairs and related projects.
- Acting as a key point of contact between gallery team members, freelancers as well as selected artists and their studios.
- Upkeep of the gallery's website: individual artist pages, CVs, news and archive sections.
- Overseeing the gallery Instagram account: creating posts as directed, as well as the independent development and proposal of content.
- Upkeep of artist databases and documentation, including biographies, portfolios, bibliographies and press materials.
- Upkeep of the artist images database: liaising with institutions and partner galleries to request relevant material.
- Maintaining an overview of artist-related activities including institutional exhibitions, publications, press, collaborations and supporting these processes where needed.
- Upkeep and maintenance of the gallery artwork inventory database and contact database.
- Preparing art fair applications and supporting art fair presentations.
- Preparing presentation documents, links to exhibition documentation and project-related materials for outreach.
- Supporting the research and development of exhibitions, including production, fabrication, logistics and artist hospitality.

Profile

- Minimum three years of professional experience in a contemporary art gallery, institution, or comparable role.
- Excellent communication skills in German and English; other language skills are desirable.
- Broad, in-depth knowledge of contemporary art and its institutional context.
- A passion for the professional field of art and its actors.
- High degree of motivation, initiative, and responsibility paired with strong organizational competence.
- Ability to manage multiple projects and timelines simultaneously.
- The ability and willingness to work in a dynamic position that encompasses a wide range of tasks.
- Ability to work with precision and enthusiasm, both independently and as part of a team.
- Ability to perform under pressure, with schedule 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, Artlogic or comparable gallery databases.
- Sensibility to the program, aims and vision of Trautwein Herleth.

Application

Please submit your CV and cover letter to mail@trautweinherleth.de