

## **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**

[www.ostrale.de](http://www.ostrale.de)

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