

**OSTRALE Biennale Assistant**  
part-time or full-time position

The assistant reports directly to the artistic directorate and supports the daily operations of the OSTRALE.

**main responsibilities**

- as a contact point for events, visitors, guests and press work
- to undertake administrative tasks, including but not limited to research, data processes, evaluation
- manage written correspondence, manage schedules, manage office supplies, answer phones, set up or confirm appointments, appointments with artists, sellers, visitors, issue certificates of authenticity, and support mailouts.
- researching exhibiting artists and informing visitors about the exhibitions and educational program.
- Administration of the reception, including the answering and forwarding of incoming telephone calls
- Assistance with the installation and removal of exhibitions under the supervision of Artistic director or curators.
- Assistance in the organization of events including facilities
- Desktop publishing support
- document specific projects in photographic or other audiovisual media
- support in the areas of administration, public relations

**essentials**

- Excellent written communication skills in German and English and good teamworkers with a strong ability to lead and motivate a team. Other working languages would be an advantage
- Knowledge and experience in art management, including retail and customer experience
- Ability to work independently in a flexible and fast-paced art environment
- Work under pressure and meet tight deadlines

**additive**

- Experience in handling cash and managing financial matters
- Knowledge and enthusiasm for contemporary visual art
- Experience in the management of visitor and / or retail experience
- Technical knowledge in office and IT setup, software and equipment
- Good word processing and desktop computer skills E-mail and Internet
- Availability for flexible working hours
- Experience in working with artists and curators
- degree in art history, art management, business administration, marketing or related field

**working hours**

The part-time job involves at least 20 full-time jobs 40 hours a week.

**application**

To apply, please send a motivation letter and a CV: [buchhaltung@ostrale.de](mailto:buchhaltung@ostrale.de)

We are looking forward to your application!

For more information about OSTRALE: [www.ostrale.de](http://www.ostrale.de)