

Art Basel is seeking Basel-based support for an:

**Associate Gallery Relations Manager Unlimited (temporary from May 1 to November 30, 2021)**

Unlimited is an Art Basel in Basel sector that features large-scale installations, live performances and other artworks. Your role will be to coordinate the on-site staff in Unlimited and to assist in the realization of the sector as well as to complete additional tasks independently. You will also be given the opportunity to become acquainted with the behind-the-scenes operations of an art fair.

**Responsibilities include:**

- Coordinating and organizing Guards recruitment process
- Coordinating on-site staff and their schedule
- Communicating with galleries and external partners
- Keeping a project-record of all projects for the control of special issues
- Communicating with on-site staff before, during and after the show
- Training on-site staff for their tasks on-site and in terms of special issues
- Managing listings, answering queries received by telephone and email in German and English
- Participating in Project Management briefings and meetings
- Maintaining gallery information, including reporting
- Proofreading support of printed materials
- Implementation of audio guides and QR-codes
- Coordinating preparation and installation of booth- and special signage
- Organizing physical and online meetings
- Taking minutes during Committee meetings
- Supporting the team during the application- and selection process
- General office work

**Requirements:**

- Exceptional manners and self confidence
- Ability to integrate into a busy environment
- Service oriented, trustworthy, and highly motivated: quick to learn and extremely meticulous
- University degree (minimum requirement Bachelor) in Art History or similar in a related field
- Exceptional social competence and leading skills
- Experience with exhibition planning, knowledge in creative fields a plus
- Flexibility and ability to work well under pressure
- Willingness to work irregular hours
- Highly computer literate, proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Native German speaker with an excellent command of English (both spoken and written). Additional languages are a plus

Please submit your application (with photo) on or before **Monday, April 5, 2021** by email to Ursula Diehr: [jobs@mch-group.com](mailto:jobs@mch-group.com)

We look forward to receiving your application!