

# SWEETWATER,

## Associate Director

Full-time, Berlin

Sweetwater is seeking an Associate Director to join the gallery on a full-time basis, beginning in September 2024.

### Gallery description

Sweetwater is a contemporary art gallery founded in 2018. The primary focus of the gallery is emerging artists with conceptual practices who work across media. The gallery currently represents nine artists based across Europe and the United States. In addition to a regular program of 5 to 6 exhibitions per year in the main space on Leipziger Straße, the gallery also frequently participates in art fairs, collaborative exhibitions, and other offsite projects.

### Role description

As part of a small gallery staff, the Associate Director will be a key figure in all aspects of the gallery's operations, including exhibition development, communication with artists and clients, and general day-to-day gallery management. The ideal candidate is someone passionate and interested in contemporary art, who is eager to learn and develop as the gallery grows. This position will interface with artists and clients of the gallery, so strong interpersonal skills are required. Regular gallery hours are 11am to 6pm, Tuesday to Saturday, with occasional events taking place in the evening. Travel may be required for certain off-site projects and art fairs.

### Responsibilities

- Exhibition development:
  - Assistance in production, organization, installation, and transportation
  - Creation of press releases, checklists, and other materials
- Artist relationship management:
  - Communication and management regarding upcoming projects
  - Maintenance of artist portfolios and CVs
- Client relationship management:
  - Coordination and communication with collectors, curators, press, and others
  - Development of new client relationships
- General gallery tasks:
  - Welcoming visitors to the gallery and giving tours of exhibitions
  - Ensuring a clean and organized workspace
  - General record-keeping (including maintaining databases and archiving documents and expenses)

### Requirements

- Interest and enthusiasm for contemporary art, both in Germany and abroad
- Experience working in the visual arts (commercial gallery experience preferred but not required)
- Extremely good organizational skills with ability to solve problems efficiently
- Ability to communicate effectively with artists, collectors, curators, press, and other third parties
- Fluency in German and English, both written and spoken. Please do not apply if you are not fluent in German

### Application

Please send a cover letter and CV to [lucas@sweetwaterberlin.com](mailto:lucas@sweetwaterberlin.com) with the subject line "Application for Associate Director". This listing will remain active until the position is filled.