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Job Description: ASSISTANT DIRECTOR

I am seeking an Assistant Director to help with all aspects of the work at APRA. The Assistant Director's job is to learn to execute basic management and clerical procedures while gradually gaining thoroughgoing familiarity with and mastery of all of APRA's projects. The aim of the Assistant Directorship is to ensure that the person who ultimately replaces me as permanent Director of the APRA Foundation Berlin is fully competent to do so. The Assistant Directorship carries no *guarantee* of future promotion to Director. Although such a promotion definitely would be desirable, it would presuppose a consistently high level of performance competence in the projects previously assigned. The point of the Assistant Directorship is to give the chosen individual the opportunity to demonstrate this.

As the successful applicant for this position, you are a steady, stable, mature, high-functioning art professional with sound practical judgment and at least ten years of administrative and managerial experience, both in Germany and abroad, in the international art world. You are skilled and comfortable in dealing with its most prestigious institutions, in social and intellectual as well as administrative capacities; and you are adept at researching and writing clear interpretative texts. You satisfy, and can prove that you satisfy, all of Germany's legal requirements for being an independent contractor (selbstständige Freiberufler/in). You are as reliable and competent in representing APRA to the external international public as you are in administering its internal procedures; and you are personally committed to furthering its goals and values over the long term. You are creative, innovative and flexible in your work. And you are a person of honor, integrity and conscience in your social and professional relationships.

1. Minimum Job Requirements:

- 1.1. Master's Degree in the Arts and/or Humanities
- 1.2. Official Arbeitserlaubnis as independent contractor (selbstständige Freiberufler/in) in Aufenthaltserlaubnis, Einbürgerungsurkunde, Staatsangehörigkeitsausweis, Betriebsbezeichnung, or other official government document, plus additional documentation of independent contractor status and activity
- 1.3. Permanent Berlin residency
- 1.4. Three active job references with current contact information
- 1.5. At least ten years of prior managerial, clerical, archival, registrarial, and research experience
- 1.6. Prior experience doing internet database searches of articles, periodicals, books and images
- 1.7. Fluency in standard bibliographic, footnoting and formal correspondence formats in English and German
- 1.8. Fluency in written and spoken English and Hochdeutsch
- 1.9. Strong organizational ability *and* detail orientation
- 1.10. Strong diplomatic and interpersonal communication skills
- 1.11. Strong sense of honesty, personal responsibility, and initiative
- 1.12. Nerves of steel and an excellent sense of humor under pressure

Please apply for this position only if you meet these qualifications.

2. Communications Media Requirements: Familiarity with

- 2.1. Apple Macintosh Laptop OSX.6 and higher
- 2.2. Mac-compatible color printer
- 2.3. Mac-compatible Microsoft Office 2004, 2011, 2016
- 2.4. Adobe Creative Suite CS2 (Photoshop & InDesign)
- 2.5. Mac-compatible Filemaker Pro 11
- 2.6. Familiarity with time-based media formats (PAL, NTSC, DVD, HD, CD, MP3, MP4, etc.)

3. Job Responsibilities:

Please note that these include both art- and philosophy-related tasks:

- 3.1. Sort, screen, answer and/or direct to appropriate APRA staff all written correspondence (email, telephone calls, faxes, and snail mail).

- 3.2. Oversee and assist with the completion of archival and registrarial projects assigned to other APRA staff, in accordance with the APRA Handbook.
- 3.3. Review and update APRA staff open projects on a regular basis.
- 3.4. Initially interface with all external venues and individuals, direct their requests to the appropriate APRA staff, and represent APRA to the general public.
- 3.5. Oversee and assist with the timely reception, organization and filing at APRA of all relevant forms, contracts, invoices, insurance certificates and other official paperwork for all APRA projects
- 3.6. Oversee and assist with all publicity and inventory updates
- 3.7. Learn, assist with and eventually execute APRA's billing, bookkeeping and legal procedures
- 3.8. Oversee and/or assist with any other APRA tasks not detailed above

4. Remuneration:

4.1. *Hours:* The position of Assistant Director at APRA requires, under normal conditions, roughly 20 hours per week – sometimes more, sometimes less. During preparation for and follow-up subsequent to the MoMA retrospective to open in March 2018 and travel to 2020, these hours will be more than usually irregular, intermittent, and based on the demands and requirements of planning and implementing the exhibition. The number of hours per week will vary considerably, depending on these demands and requirements, and on the particular planning stage. These hours are usually flexible. But during this period of time, they are subject to the timetable deadlines of the retrospective. They do not always require your presence on site. But you are always responsible for making sure your work is running smoothly and on time, and for giving adequate advance notice, in writing, of any vacation plans or personal time away.

4.2. *Wage:* The position of Assistant Director is funded primarily by the sale of my artwork as it comes in. Its wage is pro-rated at €20,00 per hour including VAT. You will be reimbursed for all expenses incurred during the process of discharging the responsibilities described above.

4.3. *Optional Sales Commission:* I am an independent, i.e. I work with different dealers and galleries as needed. Should you choose, in consultation with me, to negotiate direct sales of my work to third parties during the process of working on APRA projects, you will receive a percentage commission of 5% on any such sale you conclude as an APRA Dealer of my work.