



jobs@adrianpiper.com

March 2012

Job Description: ASSISTANT DIRECTOR

I am seeking an Assistant Director to help with all aspects of the work at APRAF. The Assistant Director's job is to gradually gain thoroughgoing familiarity with all of APRAF's projects and to eventually demonstrate mastery of their procedures. 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 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 (Freiberufler/in). You are as reliable and competent in representing APRAF 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. Documentary proof of independent contractor (Freiberufler/in) status
- 1.3. Three active job references with current contact information
- 1.4. Prior archival, registrarial, art handling, curatorial and research experience
- 1.5. Prior experience doing internet database searches of articles, periodicals, books and images
- 1.6. Fluency in standard bibliographic, footnoting and formal correspondence formats in English and German
- 1.7. Fluency in written and spoken English and Hochdeutsch
- 1.8. Strong organizational ability *and* detail orientation
- 1.9. Strong diplomatic and interpersonal communication skills
- 1.10. Strong sense of honesty, personal responsibility, and initiative
- 1.11. Nerves of steel and an excellent sense of humor under pressure
- 1.12. No cat allergies

2. Communications Media Requirements:

- 2.1. Apple MacIntosh Laptop OSX.6 or higher
- 2.2. Mac-compatible color printer
- 2.3. Mac-compatible Microsoft Office 2004
- 2.4. Adobe Creative Suite CS2 (Photoshop & InDesign)
- 2.5. Mac-compatible Filemaker Pro 7
- 2.6. Familiarity with time-based media formats

3. Job Responsibilities:

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

3.1. Archival Assistance:

3.1.1. Supply digital reproductions, texts, and /or inventory information about my work to curators, critics, gallerists, editors or publishers on request

3.1.2. Pull and prepare artworks, texts or videos for viewing by visitors to the Archive on request

3.1.3. Revise and update the inventory with respect to the current location and status of each artwork

3.1.4. Update inventory numbering to include decimal system for series of works and works with multiple parts

3.1.5. Research and record exhibition history of each work in inventory

3.1.6. Integrate previously uninventoried work, including AV media and vintage publications

3.1.7. Scan and integrate digital photos into inventory

3.1.8. Organize the Archive so as to correspond to the inventory information on each work

3.1.9. Supervise the internal and external movement of all objects in the Archive by others, and keep track of their location

3.2. Registrarial & Art Handling Assistance:

3.2.1. Coordinate exhibition loans, sales shipments, and audio or video rentals with requesting venues

3.2.2. Manage audio-visual rental paperwork, disk duplication and distribution to and from requesting venues

3.2.3. Supervise shipments of work to and from APRAF

3.2.4. Track and record the current location and status of all artworks

3.2.5. Prepare condition reports on all outgoing and incoming artwork

3.2.6. Coordinate my travel invitations and bookings; work with inviting venues and travel agents to arrange, monitor and follow up on travel for all invitations, both national and international, through to the return trip

3.3. Clerical & Publicity Assistance:

3.3.1. Sort, screen, answer and file all written correspondence, including daily hard copy print-outs of relevant e-mail correspondence

3.3.2. Obtain signatures on APRAF's pre-prepared contracts and on certificates of insurance from all requesting exhibition venues, secondary dealers, and lecture venues

3.3.3. Organize and file all contracts, invoices, and venue forms and certificates

3.3.4. Keep curriculum vitae, mailing lists, publicity packet and website information updated

3.4. Work Production Assistance:

3.4.1. Occasionally assist with the fabrication of art work as needed

3.4.2. Occasionally assist with the production of philosophy work as needed

3.4.3. Obtain reprint permissions for images, texts, music or film material I use

4. Remuneration:

The position of Assistant Director requires *roughly* 20 hours per week – sometimes more, sometimes less, depending on the needs of the moment. It is funded entirely by the sale of my artwork and donations as they come in. Its wage is pro-rated at €20,00 per hour including VAT (Mehrwertsteuer). Over the past 25 years my annual sales revenues have averaged in the high five-figure range; but they can vary widely from year to year. *That you are able to refuse income on principle when necessary to protect APRAF's long-term interests, or wait for income when venues take a long time to pay, is essential evidence that you do in fact satisfy the legal requirements for being an independent contractor (Freiberufler/in).* In addition to your hourly wage, you will receive a percentage commission on any APRAF direct sales you conclude, depending on your voluntary role and degree of participation in the particular sale.