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Job Description: ARCHIVIST

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, 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 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
- 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:

- 3.1. Manage APRA's Reproduction Permission documents and procedure in response to reproduction requests
- 3.2. Fact-check submitted texts seeking reproduction permission
- 3.3. Supply corresponding digital reproductions, texts and/or information to interested researchers, curators, critics, gallerists, or editors as requested
- 3.4. Supervise Archive visitors
- 3.5. Pull and prepare for viewing artworks, videos or soundworks as requested by Archive visitors
- 3.6. Ensure that all works from all periods are correctly entered in the inventory, especially with respect to location, placement status, dimensions, materials and caption information
- 3.7. Update inventory numbering with decimal system for series of works and works with multiple parts
- 3.8. Research and record exhibition history of each work in inventory
- 3.9. Integrate previously uninventoried work, including time-based media works and vintage publications, into the inventory
- 3.10. Integrate thumbnail digital photos of each work into the inventory
- 3.11. Properly label all high-resolution digital reproductions of work intended for publication
- 3.12. Confirm that the location of each work in APRA's collection corresponds to the inventory information on that work
- 3.13. Manage all exhibition-related image and artwork lists, documents and paperwork
- 3.14. Organize print and digital libraries of publications, essays and critical discussions
- 3.15. Organize image library
- 3.16. Keep curriculum vitae, mailing lists and website information updated
- 3.17. Keep track of the internal and external movements of all objects in the Archive by visitors or other APRA staff in the inventory or log book

3.18. Sort, screen, answer and file all related written correspondence and documents, both email and printed

4. Remuneration:

4.1. *Hours:* The position of Archivist at APRA requires, under normal conditions, roughly 20 hours per week – sometimes more, sometimes less. During preparation for the MoMA retrospective to open in March 2018, 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, 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 of any vacation plans or personal time away.

4.2. *Wage:* The position of Archivist 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.

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.