

BRIGADE

Sales Associate/Artist Liaison

Brigade is hiring a Sales Associate/Artist Liaison to assist in the development of the commercial operations of Brigade's gallery in Copenhagen, Denmark.

Brigade is a gallery and art advisory that works with both established and emerging contemporary artists from around the world in order to help our clients build and maintain unique and enduring private and corporate contemporary art collections.

As a sales associate and artist liaison you will be part of our gallery operations team and will be reporting to our Artistic Director. The gallery operations team is responsible for the gallery's sales planning and execution, the artistic programming, artist liaison and gallery representation. You will be given general responsibilities within the team's sales planning and commercial administration and will be assigned direct responsibilities for the liaison with specific artists working with the gallery.

We are looking for an independent, highly responsible, organised, and detail-oriented candidate, with a friendly and professional attitude. The team at Brigade is small and an ability to prioritize and be flexible is therefore essential.

Responsibilities

As a sales associate your responsibilities will be sales from gallery exhibitions and art fair participation, outreach to private, corporate and institutional clients, sales related admin i.e. drafting sales pdf's, invoicing etc., as well as shipping coordination and secondary sourcing.

As an artist liaison, you will be responsible for the direct contact between the gallery and a number of artists working with the gallery. You will be responsible for addressing their requirements and have primary lead on selling and promoting these artist's works within the context of the gallery's activities.

Work hours

Work hours are flexible and vary between 30–40/week with additional hours for openings and events. The position will involve some travel activity in connection with international art fairs or Brigade's international projects, but the candidate should initially expect no more than two weeks every quarter.

Qualifications

- Experience with and a talent for sales is key to this role
- Relevant educational background - bachelor degree or higher a plus, but not a requirement.
- Professional experience within the industry (auction house or gallery) is preferable, but not a requirement
- An understanding of sales strategy development and execution
- An ability to develop and maintain client relationships
- A keen interest in learning and understanding the practices of the artists you work with
- A desire to help our artists develop their work and an understanding of our role in supporting their aspirations

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- Excellent written and verbal communication skills in English. All other languages considered a bonus.
- We use Art Logic, Office 365, Microsoft Works and Adobe Suite, so you will as well

Salary

The salary consists of a base salary and sales commissions

Location

Brigade's Copenhagen gallery is located at Vesterbrogade 75, 1620 Copenhagen V, DK

Application Instructions

Please send resume and cover letter to applications@brigade.site with "Associate" in the subject line no later than 08 February 2021.