



Studio Khaled Barakeh

We are seeking an organized and flexible Studio Production Assistant to join Studio Khaled Barakeh and coculture e.V team. Studio Khaled Barakeh was established in 2017 with a focus on socially engaged art projects and studio-oriented production. coculture e.V. was founded in 2017 by artist Khaled Barakeh and is a Berlin-based non-profit organization and a creative hub for socially oriented cultural and artistic projects.

■ **Role Purpose:**

All-round artwork production assistant and key contact regarding all artwork production of Studio Khaled Barakeh and coculture, offering technical support to both entities. Strong focus on development and implementation of manufacturing artworks, including; research, conceptual development, forecasting budgets, technical drawings, sourcing of materials and construction techniques, artwork assembly, crating and shipping, and artwork installation.

■ **Responsibilities and Key Activities:**

- Planning, coordinating, and executing multiple artwork and exhibition productions
- Work closely with the Artist to implement ideas into reality – composing project descriptions, budget breakdowns, and technical drawings of artworks
- Handling and installing artworks - must be confident using hand and power tools, basic construction skills, and basic electrical wiring
- Research and sourcing of materials, production processes and techniques, to develop designs for artwork productions and exhibition installations
- Maintain and manage external relationships with workshops, institutions, galleries, and clients – working closely with Artist and Studio Coordinator
- Prioritise production workflow to manage deadlines whilst simultaneously working on multiple projects
- Communicate invoice information to the Studio Coordinator and prepare budgets for clients
- Assemble and oversee crating and international shipment of artworks
- Update and maintain the artwork database, storage, and workshop tools
- Assist with exhibition and event installation – preparation and organization of the studio space

■ **Requirements:**

- Degree (BA/MA) in the Arts or a related field and/or demonstrable experience as a production assistant, or similar position in an artistic or non-profit institution
- Fluency in English and German (minimum B2 German proficiency); Arabic is a plus
- Impeccable technical skills - wood, metal, electronics etc.
- Interest in the practice of Studio Khaled Barakeh and coculture e.V

- Knowledge of and interest in art and the contemporary art world
- Friendly manner and appropriate tone in communications to clients and team members
- Fluency with Macintosh platforms and software including Mail and Microsoft Office Suite; Adobe Creative Suite is a plus
- Based in Berlin
- Driving Licence is a plus

■ Job-related skills:

- Strong artwork production skills – understanding of materials, construction processes, and fabrication
- Excellent organizational and communication skills
- Great time management in a fast-paced and often changing environment
- The ability to prioritize and coordinate multiple tasks & projects
- Excellent analytic and problem-solving skills
- Proven ability to work with deadlines and budgets
- Attention to detail
- Team player

■ Working conditions:

- Freelance position of a minimum of 8 - 16 hours a week within the flexible working environment
- Multifunctional studio working space

• Three month trial period with an hourly rate of 14 EUR (Netto), afterward between 15 and 18 EUR per hour depending on experience

■ Location: Lobe Block, Böttgerstr. 16, 13357 Berlin

■ Contact: Please email your cover letter, portfolio, and CV by the 21st of June to [studio@khaledbarakeh.com](mailto:studio@khaledbarakeh.com). The subject line of the email should read "Studio Production Assistant + Your Name."