

Studio Coordinator / Studio Assistant



We are seeking an organised and flexible Studio Coordinator to join the Studio Khaled Barakeh and coculture team in order to support the artist Khaled Barakeh in daily tasks. We offer a freelance part-time role, initially working 2– 4 days.

Studio Khaled Barakeh was established in 2017 with a focus on socially engaged art projects (www.khaledbarakeh.com). coculture e.V. was founded in 2017 by Khaled Barakeh and is a Berlin-based non-profit organisation and a creative hub for socially-oriented cultural and artistic projects (www.coculture.de).

■ Role Purpose:

All-round coordinator and main person of contact for Studio Khaled Barakeh, offering administrative support to Khaled Barakeh across both his art studio (60%) and non-profit coculture (40%). Please note that the position has a strong focus on general day-to-day management, including calendar administration.

■ Responsibilities and Key Activities:

- Oversee day-to-day operations of the studio, including email, schedule and activities
- Coordinate the studio activities, maintaining oversight of all ongoing projects and making sure all deadlines are met
- Coordinate the studio's production and exhibition calendar as well as the artist's schedule, visas and travel plans
- Coordinate and execute the studio's fundraising activities, primarily applying for artist applications for Studio Khaled Barakah and coculture e.V., which includes research, writing, complying information and submitting in accordance to every deadline

- All-around communication connected to Khaled Barakeh, from general inquiries, project communication, press requests, and exhibitions invitations to liaison with galleries, institutions and other partners
- Personal assistance to the artist – organising of personal appointments
- Supervise the invoices, payments and expenses of both the studio and coculture, providing information to the bookkeeper and accountant. Responsible for all bookkeeping of Studio Khaled Barakeh.
- Oversee all studio systems, including the website, the local server, the project management platform (Asana) and other digital accounts
- Update and maintain the contact database and manage the studio newsletter (on Mailchimp)
- Maintain the studio's press image, and project archive, both physical and digital, including backups via artist's website
- Maintaining the physical coculture and Studio space, managing post, inquiries, general maintenance and ordering of office supplies
- Coordinating agreements, contracts and invoices of collaborators, institutions, production workshops and additional freelancers
- Updating and curating the artist biography, CV and portfolio (Online and offline)

■ Requirements:

- Degree (BA/MA) in Administration, Cultural Management or a related field and/or demonstrable experience as a personal assistant, coordinator or similar position in an artistic or non-profit institution
- Fluency in English and German (minimum B2 German proficiency); Arabic is a plus
- Impeccable writing skills and intuition for the appropriate register and tone in communications
- Interest in the practice of Studio Khaled Barakeh
- Knowledge of and interest in art and the contemporary art world
- Fluency with Macintosh platforms and software including Mail and Microsoft Office Suite; Adobe Creative Suite is a plus
- Basic knowledge of tax, insurance, and legal regulations related to the field of work in Germany
- Based in Berlin and registered as a freelancer

■ Job-related skills:

- Strong administration skills
- Excellent organizational and communication skills
- Great time management in a fast-paced and often changing environment
- Flexible and understanding
- 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 with the possibility of a payroll position / employment contract after trial period
- Flexible working environment (remote work is possible, will be required to be in the studio on a weekly basis)
- Three month trial period with an hourly rate of 15 EUR, afterward between 16 and 18 EUR per hour depending on experience

■ Location:

Lobe Block, Böttgerstr. 16, 13357 Berlin

■ Contact:

Please email your cover letter and CV by the 15th of October to studio@khaledbarakeh.com.
The subject line of the email should read "Studio Coordinator + Your Name."

www.khaledbarakeh.com

<https://www.coculture.de/>