

# Schinkel Pavillon

## Schinkel Pavillon is seeking Managing Director

For more than a decade, Schinkel Pavillon has been offering a unique space for artistic expression and innovative practices, led by the mission to make a one-of-a-kind contribution to Berlin's art scene. Bringing together both emerging and historically influential artists – from one of the very first exhibitions with Nairy Baghramian to recently *Louise Bourgeois: The Empty House* – Schinkel Pavillon has had a unique focus on solo presentations, conceived specifically in response to the iconic architecture of the space. Schinkel Pavillon has also presented complex group exhibitions such as this year's *Straying from the Line* and championed innovative formats such as the performance series *DISAPPEARING BERLIN*.

Led by Nina Pohl, Schinkel Pavillon has grown from a project space to an institution of international significance. 2020 marks a milestone in this journey and the start of a new chapter with great ambitions to further strengthen Schinkel Pavillon's position and future within Berlin's cultural landscape as a leading institution and an outstanding platform for the best in contemporary artistic practice. In order to meet the demands of an expanding and agile institution, defined by its boldness and innovative ideas, the Board is looking to fill two newly created positions that shall together build and lead a driven team to create and shape this new chapter.

For the position of **Managing Director** the Board is seeking an inspirational and experienced executive leader, with excellent organisational skills and the vision and energy to lead Schinkel Pavillon in its next stage of development. The Managing Director's primary responsibility is the general management and development of the institution as well as the execution of the artistic programme and budget management (alongside the Curator) as well as administration and team management. The appointed person will also be responsible (alongside the Curator) for fundraising and shall support the Board in leading and developing the Kunstverein and its membership structure. Together with the Curator, the Managing Director reports to the Board.

The starting period for the position is Spring 2020.  
The duration of the appointment is negotiable.

### Responsibilities

- Responsibly lead the institution and manage the team in accordance with the Board.
- Effectively and independently oversee and manage the administration of the institution.
- Execute a challenging and extraordinary programme in close cooperation with the Curator; supervise, organise, coordinate and realise exhibitions and production.
- Develop the Kunstverein and cultivate its membership base to expand Schinkel Pavillon's network in Berlin and beyond.
- Plan and manage the institutional budget and expenditure and lead the annual fundraising strategy together with the Treasurer of the Board
- Build strong relationships with funding bodies, sponsors and politicians and develop Schinkel Pavillon's position within Berlin's cultural landscape; foster new partnerships together with the Curator and the Treasurer of the Board.

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Do./Fr./Sa./So. 12 – 18 Uhr  
und nach Vereinbarung

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## Requirements

- Outstanding experience in managing large projects and running big artistic productions incl. contracts and loans, shipping, and substantial experience in installing works for art and exhibitions.
- Demonstrated ability to work closely and productively with artists and exhibition teams within budgetary and time constraints.
- Significant experience in managing budgets, overseeing institutional operations and administration.
- Significant experience in building and managing a team.
- Demonstrated experience in fundraising across all areas, public funding and individual donations as well as reporting for public funds (especially HKF and KSB)
- Excellent written, spoken, and interpersonal communication skills. High level of tact and diplomacy.
- Deep knowledge and understanding of international contemporary art; a broad professional network in Berlin is a plus.
- At least eight years of professional experience in the field of contemporary visual arts and leading and managing cultural projects.
- Proficiency in German and English is a prerequisite (written and spoken).
- Passionate about the Schinkel Pavillon with a good understanding of its legacy.

The position of Managing Director at Schinkel Pavillon is open to international applicants, however proficiency in German is a must. To apply, please send an updated CV and a letter describing your interest in the position and your vision for the institution (max. one page in German) as a single pdf document to Nina Pohl (nina.pohl@schinkelpavillon.de) by **December 15, 2019** (the deadline has been extended).

Short-listed candidates will be invited to an interview with the members of the board.  
Applications will be treated confidentially.  
The first round of interviews will take place mid December, 2019.

For further questions regarding the position and the application procedure, please contact us via mail at [info@schinkelpavillon.de](mailto:info@schinkelpavillon.de).

[www.schinkelpavillon.de](http://www.schinkelpavillon.de)