

# GALERIEURSMEILE 麦勒画廊

Galerie Urs Meile (established 1992) is contributing to the international presentation and dissemination of contemporary art and is working from the two locations Beijing and Lucerne, Switzerland. For our gallery branch in Beijing we are now looking for a highly motivated person to fill the following full time position:

## Artist Liaison and Production Manager

You are expected to be highly skilled at communication within a group environment, diplomatic, and a proactive problem solver.

Main responsibilities include, but are not limited to artist management in collaboration with the gallery's directors through:

The positions main provinces are:

- Managing the gallery's relationship with the artists and their studios
- Managing all the artist-related matters, including but not limited to, internal and external exhibitions, publications, press, research, logistics, and other
- Being responsible for artist related archives (documents and publications)
- Ensuring all information in database is up-to-date and accurate
- Facilitating production; establishing and monitoring production budget and time line
- Overseeing and managing the cost control process for artist related exhibitions and projects
- Monitoring commissions and consignments/loans

## Requirements:

- Extensive knowledge of artist relations
- Excellent oral and written skills in English and Mandarin
- In-depth experience of artist productions
- Excellent communication and problem-solving skills
- Ability to work collaboratively and follow instructions
- Travel may be required from time to time

The position is open for immediate start and only candidates with the specified requirements will be taken into consideration. Please contact us for further information and forward us a CV with an introductory cover letter to: [recruitment@galerieursmeile.com](mailto:recruitment@galerieursmeile.com).

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