

Internationally exhibiting Switzerland-based multi-media artist is seeking an experienced

Head of Productions & Special Projects M/W 100%

Represented by two galleries based in Berlin, Seoul as well as New York and Brussels, Claudia Comte is invited to show her work in various museums and galleries worldwide. She produces artworks in her studio and with various external producers and craftspeople for exhibitions and public art work commissions with museums, galleries and institutions globally.

The Head of Production and Special Projects is responsible for the organisation and coordination of all internal and external productions. They provide strong planning, organisational and coordination skills and direct exhibitions and project specific installations in close collaboration with the Artist and the Studio Manager. The Head of Production and Special Projects provides strong planning, organisational and coordination skills and is responsible for the planning and management of the studio technicians, organises transports and is in close contact with external producers and collaborators.

Organisation: Studio Claudia Comte
Country: Switzerland
Location: Basel & greater Basel-Land
Job start date: March 1, 2023 or upon agreement

The position involves but is not limited to the following tasks:

- Overseeing project and production timelines, scheduling and deadlines.
- Responsibility of all internal and external artwork production, large scale installations and maintenance projects.
- Organising, managing and overseeing production and installation processes in close collaboration with the Artist and the team.
- Liaise with external producers, galleries, commissioning bodies and institutions to oversee, coordinate, and facilitate various projects, large scale installations and productions.
- Developing and managing project budgets.
- Coordinating and managing the storage facility, transports and custom duties in close collaboration with the galleries and shipping companies.
- Leading and managing a small team of studio technicians and coordinating their roster and timelines.

- Managing the in-house production and art handling in close collaboration with the Studio Technicians.
- Preparing applications to competitions for art in public projects in close collaboration with the Studio Manager including research of technical requirements, related costs and feasibility of proposed artworks.

About the candidate:

- A minimum of three years project management experience working for an artist studio, gallery, institution or similar.
- The candidate should be highly motivated, precise, flexible reliable and independent, with the ability to comprehend and execute tasks efficiently.
- Proven ability organising and overseeing the production of projects from creation to installation.
- The candidate should bring a wide understanding of diverse material and production processes as well as technical requirements in the installation of large scale works.
- Being confident reading and understanding technical plans and maps, and working with engineers and special craft experts.
- Able to multitask, managing multiple projects and productions at once and prioritise within a fast-paced environment.
- Detail-oriented, and enjoy superior problem-solving skills.
- Excellent time management skills and the ability to adhere to strict deadlines and work under pressure.
- Understanding of financial management, experience preparing budgets.
- Fluent in English and German, French is a plus.
- The candidate is expected to travel for work regularly, be flexible, to change work-stations and react positively in unconventional situations.
- Must be in possession of a valid driver's license.

If you feel you fit the profile, send us your application in English (CV and cover letter) to studio@claudiacomte.ch