

# **S A V V Y CONTEMPORARY THE LABORATORY OF FORM-IDEAS**

## **SAVVY Contemporary needs your support**

### **ASSISTANCE IN OUR ARCHIVE TEAM**

SAVVY Contemporary is a non-profit art space deliberating on the concepts of so called Western art and non-Western art with an interdisciplinary programme of exhibitions, performances, lectures and many other formats. Learn more about us and our work on our website: [savvy-contemporary.com](http://savvy-contemporary.com).

#### **Working with SAVVY Contemporary means**

- \_Getting significant experience in art and culture management
- \_“Training on the job” in the area of Exhibition Making, Project Management, Press and Public Relations, Fundraising
- \_Working with a young, international team
- \_Contacts to the Berlin and international arts and culture scene
- \_Independent, motivated work and contributing your own ideas
- \_Working on a project of great social as well as cultural relevance and recognition

#### **Requirements**

- \_ Very good German and English proficiency, other languages of advantage
- \_First experiences with or interest in archiving and library management systems
- \_Structured and solution oriented way of working
- \_ Very important is the ability to think yourself and to independently realize tasks
- \_Motivation and flexibility to work in a non-profit project

#### **Main Tasks**

- \_classify, arrange and organize books, texts, publications, magazines and graphic productions currently present at Savvy
- \_search, collect and classify new material to be added to the Savvy archive
- \_facilitate the consultation of the archive from users and visitors
- \_coordinate and guide the internships in the department
- \_insert and update the website content

#### **Further Tasks**

- \_conduct research on specific volumes/special collections (f.e. Abbia)
- \_contact institutions for possible collaborations (material, internships)
- \_collaborate with external artists/association for projects/research on the archive
- \_organize archive installations parallel to the exhibitions, in order to offer the visitors the possibility to get to know the archive

#### **Rewards**

- \_Compensation based on acquisition of external funding
- \_Representation as Archive Assistance in all project-related publications

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**Start**

SOONEST / flexible working hours (about 10 - 12 hours / week.)

This position is a volunteer position.

Please send your application with CV and motivation letter to:

Saskia Köbschall | [management@savvy-contemporary.com](mailto:management@savvy-contemporary.com)