

Kunsthalle Basel

Kunsthalle Basel is committed to bold, challenging art and exhibitions of emerging, young artists and is world renowned for engaging with pioneering practices in contemporary art with up to eight compelling exhibitions per year and an ambitious public program. Established in 1872 by the Basler Kunstverein (itself founded in 1839), Kunsthalle Basel is, with its over 1'400 members, one of the oldest and most respected contemporary art institutions in the world. Kunsthalle Basel is seeking an experienced and organized

Bookshop and Publication Manager (60 %)

to oversee bookshop operations, manage the production and sale of our publications and artists' editions, and support fundraising efforts for publications **from April 1, 2025**. The ideal candidate will be able to prioritize tasks and work efficiently within this reduced time frame. A strong editorial background, a passion for contemporary art publications, and proficiency in digital publishing are essential.

Key Responsibilities:

- Manage day-to-day operations of the Kunsthalle Basel bookshop, including overseeing inventory, orders in the book trade, sales, and customer service.
- Manage the selection of books and artists' editions to align with the bookshop's focus on contemporary art and related themes.
- Manage key bookshop events, such as book launches and artists' edition releases.
- Oversee the promotion and digital distribution of limited artists' editions in collaboration with artists and curators.
- Lead the editorial process for Kunsthalle Basel publications, focusing on copywriting, editing, proofreading, and digital adaptations.
- Support fundraising initiatives to secure funding for publications, including researching and applying for grants and cultivating relationships with potential donors.
- Manage the publication budget, timelines, and commission work from freelancers and suppliers, including printers, designers, and digital content creators.
- Collaborate with external publishers, printers, and distributors to ensure the production and distribution of high-quality publications, including digital formats.

Wished qualifications:

- Several years of experience in magazine, book publishing, or newspaper production, with a focus on editing, copywriting, project management, and digital publishing, from concept to completion, including working with printers, designers, and digital content producers.
- Experience commissioning and managing projects, budgets, and external suppliers and freelancers.
- Strong editorial, writing, and proofreading skills, with excellent attention to detail in English, experience in proofreading in German and French is an advantage.
- Familiarity with editorial workflows, including managing deadlines, editorial standards, and digital publishing formats.
- Experience in producing and promoting artists' editions, art-related publications, and digital-first materials.
- Ability to support fundraising initiatives, including grant applications and donor engagement.
- Ability to manage budgets related to bookshop stock, publications, and artists' editions.
- Experience managing the day-to-day operations of a bookshop or retail environment, both in-person and online.
- Passion for contemporary art and a deep interest in both print and digital art publications.

Diversity and variety are important to the Basler Kunstverein, that is why all applications are expressly welcomed. Decisive for your suitability are exclusively your personality and qualifications. Please send your application, if possible in English, consisting of a letter of motivation, accompanied by your curriculum vitae by e-mail to application@kunsthallebasel.ch. The application deadline is **January 19, 2025**.