

# ANNA LAUDEL

## Sales Associate

### Anna Laudel Gallery, Istanbul

Anna Laudel Gallery is one of the leading addresses for contemporary art in Istanbul. Its focus lies on innovative curatorial concepts, intercultural dialogue, and the creation of exceptional art experiences for visitors from around the world. The gallery places great importance on professionalism, careful handling of artworks, and personalized service—qualities that make a smooth logistics and inventory process indispensable.

We are seeking a highly motivated and personable **Sales Associate** to join our gallery team. This role requires a passion for contemporary art, strong communication skills, and a client-oriented mindset. The ideal candidate will support the sales team in engaging with collectors, promoting artworks, maintaining client databases, and assisting during exhibitions and art fairs.

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## Core Responsibilities:

### 1. Client Relations & Sales Execution

- Engage with collectors, institutional clients, and visitors in the gallery and at events with professionalism and enthusiasm, with a strong focus on sharing knowledge about the artists and artworks and driving sales.
- Develop and maintain strong relationships with collectors, focusing on expanding both the local and international client base.
- Prepare, send, and follow up on artwork offers and sales proposals.
- Handle all sales communications with clients, including negotiating payment terms and delivery.
- Finalize sales transactions and coordinate closely with the accounting team to ensure accuracy.
- Assist clients during private viewings, exhibitions, and art fair previews.

### 2. Outreach, Growth & Market Engagement

- Source and build relationships with new collectors through networking, referrals, and targeted outreach.
- Monitor and develop sales opportunities in the secondary market, in collaboration with the team.
- Attend and support exhibition openings, art fairs, and VIP events to generate interest and sales.
- Contribute actively to sales planning by sharing observations on collector interests, sales patterns, and works in demand.

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- Collaborate with the team to align sales strategies with current trends and collector behavior.

### **3. Coordination & Internal Collaboration**

- Support the team with preparation of sales presentations, viewing rooms, and coordinate with Artist Liaisons to prepare tailored offers for clients.
- Work closely with external partners (e.g., art consultants, brokers, interior designers, architects) to facilitate sales and special projects, maintaining clear agreements, commission percentages, and discretion.
- Liaise with logistics and operations teams to ensure timely delivery, installation, and documentation of sold works.
- Coordinate with artist liaisons and management for special projects, commissions, and client-specific requests for artists.

### **4. CRM & Reporting**

- Maintain and regularly update client databases (e.g., Artlogic) with all relevant collector information.
- Document all client interactions, offers, and sales activity clearly and promptly.
- Compile and maintain individual collector portfolios for each represented artist, tracking:
- Assist with sales-related recordkeeping and reporting using the gallery's ERP/CRM systems.

### **We Offer**

- A varied role at one of Türkiye's most internationally renowned galleries.
- The opportunity to take responsibility for processes and actively contribute to the success story of the Anna Laudel Gallery.
- An innovation-driven, passionate team dedicated to contemporary art.
- Regular training opportunities, a modern workspace in the heart of Istanbul, and an inspiring environment in the creative art world.

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### **Application**

Please send your complete application documents (motivation letter, CV, certificates), your earliest possible start date, and salary expectations via email to [jobs@annalaudel.gallery](mailto:jobs@annalaudel.gallery).