

# ANNA LAUDEL

## **Supply Chain Logistics Manager** **Anna Laudel Gallery, Istanbul**

The Anna Laudel Gallery is one of the leading venues for contemporary art in Istanbul. Its focus is 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 smooth logistics and inventory processes indispensable.

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### **Areas of Responsibility:**

#### **Transport Management**

- Independent organization and supervision of all national and international art transports, tailored to the specific needs of valuable and delicate artworks.
- Selection, coordination, and supervision of specialized art transport providers and frameworks that meet the gallery's high international standards.
- Ensuring compliance with art transport regulations, customs procedures, and all relevant insurance requirements.

#### **Logistics & Exhibition Preparation**

- Logistical coordination from artwork delivery and timely installation to secure return after exhibitions.
- Development of streamlined, scalable logistics processes that accommodate the dynamic and often short-term demands of international exhibitions and the gallery's programs.
- Acting as the interface between artists, curators, workshops, and external partners to execute exhibition projects with the highest precision.

#### **Inventory Management**

- Accurate maintenance and digital documentation of the entire art inventory, including permanent and temporary collections.
- Regular inventory checks and monitoring of climate and security conditions to ensure long-term preservation of the artworks.
- Collaboration with the artist and management team to transparently track and plan loans and acquisitions.

#### **Administration & Reporting**

- Document-safe processing of all transport- and storage-related administrative procedures in Artlogic.
- Preparation of detailed reports and analyses to continually optimize logistics processes.
- Active participation in budget monitoring and adherence to cost frameworks without compromising the gallery's quality standards.

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## Communication & Service Orientation

- Advising and supporting artists, partners, and internal teams on logistical and organizational matters—even beyond regular business hours.
- Representing Anna Laudel Gallery to partners, transport companies, and authorities to uphold the gallery's reputation and values in the international arena.

## Requirements

- Completed vocational training/degree in logistics, art management, or a comparable field.
- Several years of practical experience in logistics/inventory management, preferably in the art or cultural sector.
- Strong organizational and sense of responsibility, high problem-solving orientation, and careful handling of valuable artworks.
- Excellent IT skills (inventory management systems, Excel, databases) and confident use of digital inventory tools.
- Strong communication and teamwork skills, even under pressure and with concurrent exhibition projects.
- Business-fluent in Turkish and English (additional languages are a plus).
- Discretion, reliability, and flexibility to handle the dynamic gallery environment and international projects.

## We Offer

- A challenging and varied role at one of Turkey'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).

We look forward to setting new standards in art logistics with you and continuing to carry forward the values of our gallery.