

Ubi Gallery is looking for an Operational Manager from July 2014.

*Ubi Gallery is a creative space, where high quality pieces of contemporary jewellery and ceramics are on display.  
You will find a fresh collection of Asian artists and innovative work of European designers.*

*The objects in Ubi Gallery are unique or made in limited edition.  
Every piece tells its own story and connects us with small and high quality studios of different artists all over the world.*

*The Dutch founder and owner of the gallery, Machtelt Schelling, realised the establishment of the gallery in the autumn of 2012.  
Although the focus is on artists from China, Korea and Japan, you will find some lovely examples of Dutch design as well.*

*Ubi Gallery cooperates with a company dedicated to modern Chinese history.  
In the gallery you can find postcards, maps and information about the rich history of Dashilan.*

*General Opening hours: Wed-Sun 11:30-18:30 / [www.ubigallery.com](http://www.ubigallery.com)*

## 乌比艺廊诚聘业务经理 (2014 年 7 月)

*Ubi 艺廊是北京设计界的新贵，展出极富创意的首饰设计和高品质的当代陶瓷作品。  
这里有中国艺术家的全新作品和来自欧洲的创新设计。*

*Ubi 艺廊中的展品都是独一无二的限量版设计。每件作品都有自己的故事，  
通过它们我们了解了世界各地艺术家开设的小型高品质设计室。*

*艺廊的创立者和总监施鹤玲女士于 2012 年秋成立此艺廊。艺廊不仅关注来自中国，  
韩国和日本的艺术家的作品，也可以看到很棒的荷兰设计作品。*

*Ubi 艺廊与一家致力于北京现当代历史的公司合作。  
在艺廊里，可以看到明信片，地图和关于大栅栏的丰富历史。*

*工作时间：周三-周日 11:30-18:30 / [www.ubigallery.com](http://www.ubigallery.com)*



Ubi Gallery seeks an operational manager (fulltime or 2 part-timers).

The officer would act as host in the gallery, greeting visitors, assist customers by giving proactive information on the art and help with purchasing, addressing and directing inquiries and act as a support to gallery owner. The operational manager will be in the lead on production of new exhibitions and liaison with local producers and organize the quality control. The successful candidate will be responsible to create new marketing channels and for developing new business. The officer will be the contact person for the Chinese press and be active in following leads in the press. If there is translation work needed – for PR and exhibition material – the officer will be responsible for this.

The successful candidate will be expected to deal with archiving and administration, be the liaison between the gallery owner and the bank, the accountant and the landlord and the other designers in the area. The operational manager will be the coordinator of the building, in case any renovation or changes are needed. General office maintenance is part of the job (day-to-day cleaning, ordering supplies, running errands, filing, manage storage, inventory tracking and shipping etc.)

Requirements:

Strong communication skills, outgoing personality required, as well as experience in administrative tasks and able to work neat and organized. Strong language skills are required (Mandarin mother tongue and English fluent).

Alongside experience in a similar role, you should be confident demonstrating all of the following. Ability to work with numbers . Working autonomously . Demonstrating initiative and foresight ; energetic and enthusiastic ; ambitious and committed ; strong IT skills ; discretion/diplomacy ; attention to detail/accuracy ; strong languages skills .

Skills and experience:

At least three year experience in a finance administration and customer relations. Production experience and hands on knowledge is welcome. An interest in applied arts and design. Sharp mind for organization and time management. Ability to work in a fast paced, high quality environment. Excellent speaking and translations skills over the phone, in writing, and face-to-face. Proficiency in Photoshop, InDesign, Word and Excel is a necessary requirement. That knowledge should go further than some 'find out myself solutions'. Experience with packing and shipping valuable artworks is welcome.

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The position requires a commitment of 5 days per week, Wednesday – Sunday, 10:30-18:30 pm, plus additional hours for openings and events. We are open to discuss part time 25 days holiday including all statutory bank holidays. Salary commensurate with experience.

Interviews to be held between 26st of May and 10<sup>th</sup> of June, please note if you are available either of these weeks on your application.

As a part of the procedure we will work with the top candidates for a short-term application. This is scheduled for June-July.

Preferable Start Date: before 1 Aug 2014

Applications must be received by email and addressed to the director of the gallery Machtelt Schelling: [machtelt@ubigallery.com](mailto:machtelt@ubigallery.com)

Please add 2 professional references to your CV and application letter. Please note that we prefer to have communication about the vacancy by email and not by phone.

## **业务经理**（一位全职或两位兼职）

需要主持艺廊事务，接待访客，提供客人关于艺术作品方面的信息，帮助和引导客人购买，协助艺廊总监；业务经理需要负责新展览的制作和与当地厂家的联络以及质量监管。入选者将会负责创造新的市场渠道和发展新的商机。同时，他/她还需要作为媒体联系人并积极与媒体保持联系。如果在工作中有需要翻译一公共关系部分和展览资料，他/她也需负责翻译。

入选者需要负责处理归档与行政事务，作为艺廊与银行、会计和房东，以及与设计师的联系人。在需要房屋改造或者翻新的时候，业务经理也需要进行协调。日常的办公事务也是工作的一部分内容（日常清洁、订购办公用品、执行工作，管理库存和运输等）。

### **要求：**

极强的沟通技巧，外向性格，有在行政事务方面的经验，能够工作有条理。很好的语言能力（母语为普通话，英语流利）。除了以上要求之外，可以能够处理与数字有关的工作，自觉主动工作，具有前瞻性；精力充沛并有工作热情；负责任；能够处理与计算机相关的问题；谨慎 / 善于与人沟通；注意细节和精准度。

### **技能和相关经验：**

至少在财务、行政和客户关系领域有三年或以上工作经验。有制作经验和实用技能更佳。对应用艺术和设计有兴趣。善于时间管理和组织工作。能在快节奏和高端环境下工作。优秀的口语和翻译技巧（写作和口头交流）。

熟练使用Photoshop, InDesign, Word和Excel软件，绝不仅仅是“找到自己的解决方案”。

如有在包装和运输高价值艺术品方面有经验者更佳。

这个职位需要每周工作五天，周三——周日，每天10:30-18:30，在开幕或者活动期间需要加班。我们乐意接受兼职工作。含法定假日在内，一年有25天假期。薪资根据工作经验而定。

面试在5月26日和6月10日之间进行，请在申请此职位时安排好时间。

作为流程的一部分，我们将会在6月—7月间与入选者短暂一同工作一段时间。

**入职时间：2014年8月1日之前。**

申请信请通过邮件发送至艺廊总监  
machtelt@ubigallery.com, Machtelt Schelling.

请随简历和申请信附上两位推荐人，并请留意我们希望通过电子邮件交流，请勿来电。