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| Job Title: | Registrar | Reports to | Gallery Manager Global Managing Director Senior Registrar |
| Position Type: | Full Time | Direct Reports | AR Registrars |
| Work Week: | Tuesday – Saturday | Works Closely With | Gallery Manager Directors Gallery Assistant Registrar assistant |
| Location: | | Salary: | |
| Travel Required: | Ability to travel nationally and internationally for art fairs. | Additional Benefits: | |

Overview

Primarily concerned with the movement of objects in and out of gallery inventory. Manages and tracks the inventory and international shipping and customs procedures for the gallery's consigned, loaned, and wholly owned works of art. In frequent contact with shippers, art handlers, suppliers, storage handlers and customs officers. Maintains the art gallery's computer database to accurately track location and sales information. Some prior experienced in the field preferred.

Job Description

ROLE AND RESPONSIBILITIES

Main Focus & Challenge

- **Inventory Control & Logistics:** Organization and execution of all international (extra-European) logistics including insurance, packing, customs, transportation, storage, installation, and dismantling relating to consignments, loans, sales, art fairs, and gallery exhibitions.
- **Exhibitions & Art Fairs:** Lead efforts relating to the shipment, installation, maintenance, and dismantling for all art fairs, gallery exhibitions, private viewings, and other special projects as required
- **Facilities & Vendor Management:** Oversee and direct maintenance of gallery premises and mechanicals, including control of associated suppliers, vendors, and contracts.
- **Exhibition logistics:** Organizing the productions, packings, shipping, mountings of the gallery shows. Important skills to do retro planning.

Additional Responsibilities

1. Coordination of all logistical needs between artist, artist's studio, partner ARG galleries, consignors, buyers, and third-party suppliers (eg: framers, production, shipping agents, etc).
2. Maintain high standards of collection storage, care, maintenance, conservation, and insurance; including loans and acquisitions. Conducts periodic physical inventory of all internal and external storage locations.
3. Manage all costs relating to display, shipping, and storage to budget, alerting Global Managing Director to cost overruns. Liaise with transportation, customs brokerage, framers, packing suppliers to obtain estimates, negotiate costs and arrange shipments.
4. Responsible for recording and maintaining all collection records including inventory, shipping, customs, and insurance documentation. Maintains accurate and up to date location and registration information for all inventoried works in warehouse management system.

5. Manages inventory arrivals, movement, and release within the gallery warehouse management system.
6. Creates and populates records for all works in the gallery database.
7. Creates condition report for all incoming and outgoing works. Performs periodic condition check of inventory, noting conservation needs as necessary. Liaises with external conservators or intern to discuss proposed restoration treatments, performs light conservation and restoration treatment, and advises on conservation of works prior to purchase
8. Provide Gallery Manager and Bookkeeper with accurate information for invoicing and accounting.
9. Preparing customs entries and export documentation, with the assistance of the gallery's broker and transportation provider as necessary. Coordination of temporary admissions and customs clearance with broker (extension of TA, transit, license and customs advising). Maintain all customs records for works in the gallery's care and for any works on temporary importation.
10. Manage daily activities of art handling team and supervise performance and activities of all external storage, freelance art handler, and transportation providers, customs agent and brokers, insurers, conservators, and framers.
11. Loan administration including coordination of loan request (loan form and release) and coordination with gallery consignment partners.
12. Liaise with facility vendors (eg: alarm system, locksmith, cleaners, etc) on day to day maintenance and repair needs. Coordinate repairs and workmen effort as needed. Manage the inspection, maintenance and repairing mechanical, electrical, plumbing, and HVAC systems. Manage and supervise workmen including carpenters and electricians for gallery maintenance, art fairs, and gallery exhibitions.
13. Other duties/responsibilities assigned by Management.
14. Knowledge of Artlogic and SketchUp, Word, Excel and outlook

Need to be organized and rigorous.

Manage the art handler team and the assistant.

Knowledges in: customs, preventive conservation, art insurance, loan agreements and consignments and all documents related to the logistics like an artwork list, packing list, Proof of delivery...