

JOB OPPORTUNITY

REGISTRAR

Part-time Position
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As the gallery continues to grow, we are thrilled to announce three new career opportunities that come with significant responsibilities. We are looking for experienced, proactive, and dynamic individuals to join our team. Our ideal candidates should be capable of taking initiative while being able to multi-task to achieve ambitious goals in a fast-paced working environment.

Description

We are seeking a detail-orientated and highly organised registrar to join our team. As one of the key members of the team, the registrar will play a vital role in ensuring that the gallery's inventory is well-managed and all artwork is properly documented and stored. In this position, the registrar will be responsible for maintaining detailed records of all artworks, including their condition, provenance, and exhibition history. Additionally, the registrar will work closely with all members of the team to prepare and install exhibitions, ensure that all loans and acquisitions are properly managed, and oversee the packing and shipping of artworks.

Basic responsibilities include:

- Manage the gallery's inventory, including consigning, acquiring, cataloging, and maintaining artwork;
- Ensure that all artwork is properly documented and stored;
- Coordinate and oversee the transportation of artwork to and from the gallery;
- Work with artists and collectors to secure consignments and loans and arrange for artworks to be exhibited in other galleries or institutions;
- Collaborate with external partners to plan and execute exhibitions and installations.

Qualifications

- Bachelor's degree in a related field, 3+ years of experience in registrarial work and in handling high-value artwork;
- Knowledge of proper art handling and storage techniques;
- Strong expertise in logistics and customs procedures;
- Excellent organisational and communication skills;
- English and French fluency (spoken and written);
- Ability to work independently and as part of a team.

Salary

Commensurate with experience.

We are an Equal Opportunity Employer M/F/D/V, committed to ensuring that all current and prospective employees are afforded equal opportunities.