

Registrar

Reporting to: Senior Registrar and Client Registrar

Hours: 10 am – 6 pm, Monday – Friday and as required

Location: Kingly Street, 17 Savile Row, Bury Street, 12 Kingly Street and other offsite spaces

Purpose of the job: To assist with the management and safe movement and documentation of all works of art associated with Sadie Coles HQ. The Registrar team oversees all aspects of artworks including production, conservation, repairs and storage. The ability to work within deadlines, to client specifications and in a cost-effective manner is essential.

Main activities / responsibilities

Shipping:

Working with the Registrars team in supporting the gallery's shipping department with particular attention to:

- Liaising with assigned artists, their studios and SCHQ Artist Liaisons to assist in the production and movement of artworks for all related matters.
- Arranging shipments of works to and from assigned art fair
- Uploading import & export declarations, as directed by the Senior Registrars
- Updating TA fields on ArtLogic
- Assisting with London based deliveries and the couriership of artworks.
- Assisting the Senior Registrars with the shipment of works nationally and internationally to and from the gallery to museums, artists and art fairs on an ad hoc basis
- Assisting the Senior Registrars in creating the necessary shipping documents for international transport

Client shipments (working with Client Registrar)

- Assisting with arranging client shipping
- Compiling of quotes for shipping, crating and installation
- Assisting with liaising with clients to ensure the safe delivery and installation where necessary of works purchased through the gallery
- Attaching proof of export documents to ArtLogic, filing them in the correct HQ folders and updating the client shipping spreadsheet with the relevant information

Certificates

- Assisting with producing and dispatching Certificates of Authenticity
- Scanning and uploading Certificates of Authenticity to ArtLogic and server

Condition reports

- Filing and updating Art Logic with internal and external condition reports on request

Cataloguing - ArtLogic recordkeeping

- Adding to and updating the database of catalogue details for all works as they occur in a timely manner
- Assisting Senior Registrars with uploading consignments to ArtLogic

Stock Check:

- Assisting the Senior Registrars and Technicians department to undertake frequent stock checks for onsite and offsite gallery storage; reconciling stock lists and producing artists storage reports.

Departmental administration:

- Filing all delivery and release notes; once they have been updated on the database
- Compiling a weekly movement list for the week ahead to be sent to the Sales, Registrar and Images teams
- Uploading movement information on to the GCC calculator on a weekly basis

Front of House cover:

- Providing occasional Front of House cover on the ground floor reception at 62 Kingly Street and other gallery locations where the Gallery Assistants are absent due to sickness or annual leave.
- Attending and supporting the team of Assistants to facilitate SCHQ Private Views

As a member of SCHQ, a great deal of flexibility is required in terms of:

- To job share where necessary i.e. holiday and sick cover
- Answering phones, taking, and passing on messages
- To work on special projects as requested by gallery staff, such as research