

MICHAEL HOPPEN

Assistant Registrar

Reports to: Senior Registrar

Location: London, W10

Working Hours: Monday to Friday, 9:30am - 6:00pm

Main Role:

To support the Senior Registrar in managing the daily logistics of incoming and outgoing stock for the gallery and archive. This role is vital to the smooth operation of the gallery and involves the general upkeep of both the gallery and the archive. We are looking for a proactive individual with a strong work ethic, a passion for photography, and a commitment to the arts.

Responsibilities:

- Assist the Senior Registrar with day-to-day operations.
- Ensure systematic and precise archival storage of prints and books.
- Monitor, maintain, and update database records and stock entries accurately (including provenance, images, and costs).
- Scan and photograph stock, using Photoshop for image correction.
- Maintain the condition of stock in both the archive and the gallery.
- Ensure all stock is properly returned to its correct location after gallery activities, ensuring artworks are re-boxed, re-sleeved, or re-wrapped as needed.
- Help coordinate the packing and shipping of artworks.
- Assist with Gallery and art fair, installations, and breakdowns.
- Deliver artwork to clients when required.
- Keep bookshelves neat, organized, and alphabetized.
- Order packing and protective materials for artwork, logging and tracking associated costs.
- Prepare and manage consignment and loan agreements, monitor expiration dates, and notify owners of upcoming expirations.
- Assist with incoming and outgoing condition reports and coordinate conservation efforts when necessary.
- Perform any additional tasks assigned by team members.

Required Skills & Qualifications:

- Professional, well-presented, and friendly demeanor at all times.
- Strong knowledge of fine art photography and print handling.
- Familiarity with shipping procedures and customs regulations is a plus.
- Enthusiastic, hard-working, and proactive with a strong sense of initiative.
- Proficient in Microsoft Office, Photoshop, and the Adobe Suite.
- Able to handle physical tasks (e.g., handling and lifting artworks) and stand for long periods.
- Ability to manage multiple projects simultaneously and work under pressure with tight deadlines.

Please email a CV and covering letter to: Jim Edwards, jim@michaelhoppengallery.com