

Tiwani Contemporary – Internship Opportunity: Assistant Registrar (Admin & Operations Focus)

Tiwani Contemporary is seeking an **Assistant Registrar Intern** who is passionate about logistics, operations, and exhibition-making, and eager to support a fast-paced team in delivering our dynamic programme. The ideal candidate will be **highly meticulous**, have **excellent attention to detail**, and be **proficient in administrative tasks**. A strong interest in **art conservation**, **art handling**, and **gallery operations** is a plus. The candidate must also be comfortable working under pressure, managing multiple priorities, and supporting a range of logistical and production tasks.

Key Responsibilities:

Administrative Support:

- Assisting the Registrar with maintaining and updating the **Artlogic database**, including:
- Cataloguing and editing artwork records
- Ensuring consistent formatting and data entry across the database
- Updating artwork locations and customs/import statuses (TA/Bond/Free Circulation)
- Uploading image credits, copyright, and certificates
- Renaming and organising image files from photographers; uploading to Artlogic and Google Drive
- Ordering packing materials and tracking supply levels via internal tools (to be made)
- Filing invoices and maintaining admin records for accounting purposes

Client & Supplier Liaison:

- Gathering and comparing quotes from:
- Shippers (e.g., IBI, ArtMove)
- Framers and other production suppliers
- Assisting with follow-ups and communications with vendors and logistics partners
- Supporting the creation of **sales packs**, including:
- Certificates of Authenticity (preparation and signature)
- Condition reports and photography downloads
- Preparing WeTransfer packages for clients

Condition Reports:

- Uploading and managing condition reports via **Articheck**
- Assisting during condition checks (installations or storage visits), including:
- Taking reference photos
- Creating, updating, and filing reports in Artlogic
- Ensuring all reports are revised with each movement of the work

Exhibition & Project Support:

- Assisting in the **preparation of exhibitions and special projects**, including:
- Obtaining quotes for production (framing, printing, display materials)
- Requesting and comparing shipping estimates for artworks
- Supporting scheduling and delivery coordination
- Preparing documents for installation: checklists, layout plans, handling guides
- Helping track progress and timelines for production and logistics
- Liaising with artists or studios on final delivery and display details
- Ensuring installation materials are prepped and ready (labels, kits, tools)
- Supporting the Registrar on-site during install and deinstall phases

On-Site and General Support:

- Attending all **exhibition openings**, representing the gallery professionally
- Occasionally assisting with **front desk cover** during staff breaks
- Participating in **off-site visits** (e.g., to art fairs, external exhibitions, storage facilities, conservators, or photographers), as needed
- Making sure no scuffs or marks are on the wall (re-touching..) when necessary
- Maintaining the on-site storage tidy and organised at all times.

Candidate Profile:

- Excellent organisational and communication skills
- Strong interest in contemporary art, logistics, and operations

- Proactive, detail-oriented, and comfortable working to tight deadlines
- Familiarity with (or willingness to learn) tools such as **Artlogic, Articheck, Google, Drive**
- Flexible and collaborative, with a positive, solution-oriented attitude

This internship is an excellent opportunity to gain in-depth, hands-on experience in registration work and gallery operations, within a professional, high-paced environment.

To apply, please send your CV and a short cover letter to [Magali@tiwani.co.uk].