

Position: Registrar

Working Hours: Full-Time, Monday - Friday, with additional hours as needed.

Location: Arcadia Missa, London

Salary: £36 - 40,000 Per Annum (Dependant on Experience)

Application Deadline: 01 May 2026 (18:00)

Start Date: **June 2026**

Please send resume and cover letter (no longer than 500 words) to info@arcadiamissa.com with "Job Application: Registrar" in the subject line.

Arcadia Missa is seeking an experienced Registrar to work closely with the Founder and Director across exhibitions, international art fairs and loan exhibitions. Candidates must be detail-oriented and highly organised, with the ability to manage and coordinate complex logistics, as well as production and installation tasks, in a time-sensitive manner. Candidates must be effective communicators who thrive in a fast-paced environment and are willing to support all aspects of the gallery's day-to-day operations.

Responsibilities

- Prepare and manage all aspects of artwork shipping, packing, on and off-site storage, exhibition and art fair budgets, technical coordination, installation and deinstallation; including but not limited to administrative and technical management of artwork and installations.
- Maintain and update artwork database and manage all aspects of record-keeping.
- Assist Directors in post-sale requirements, including invoicing, AML, quotations, shipping and client liaison where required.
- Draft and maintain loan and consignment agreements.
- Support Directors and liaise with artist studios on aspects of artwork and exhibition production.
- Maintain a broad yet detailed overview of gallery operations, aspects of building facilities and coordinate any gallery maintenance.

Requirements

- Strong understanding of international art shipping requirements, including but not limited to packing and crating requirements, handling requirements, import and export procedures, insurance, Temporary Admissions and post-sale procedures.
- Proficiency in database management and record-keeping with a system-oriented and highly detailed approach, knowledge of ArtLogic preferred.
- Experience in organising gallery exhibitions and international art fairs from installation to deinstallation, including but not limited to managing quotations, budgets, timelines, framing, liaising with artists and assisting with artwork production.
- Experience in managing and overseeing loan requests, agreements and contracts to and from museums. Experience in managing and overseeing consignments to and from commercial galleries. Experience in invoicing.
- In-depth knowledge of Anti-Money Laundering procedures and requirements.
- Experience in packing and installing artwork to museum standards.
- Proven ability to effectively manage numerous and, at times, disparate tasks with the ability to work both independently and collaboratively within a small team.
- Professional and calm under pressure with excellent written and verbal communication skills.
- Minimum 2 years of experience working within commercial galleries desired.