

THOMAS DANE GALLERY

REGISTRAR

PERMANENT CONTRACT – salary depending on skills and experience

Thomas Dane Gallery is looking for an experienced Registrar at its London Gallery. This is a varied role, working closely with the full Gallery team on shipping, handling, packing, cataloguing, documentation and other preparations for exhibitions, art fairs, sales and loans supporting the smooth running of the gallery's daily operations.

Our ideal candidate will have at minimum of 2 years experience of working in a busy operations team as a Registrar. You will be knowledgeable and confident in all aspects of the logistics of art handling and collections management, and have the ability to intuitively prioritise a busy workload, dealing with tight and often late changing deadlines and unexpected complications/delays etc.

You will be an articulate and diplomatic communicator, remaining calm under pressure, have exceptional interpersonal and relationship building skills and the ability to develop positive working relationships with artists, colleagues, suppliers and clients.

The role requires excellent organisational skills, the ability to maintain close attention to detail, a high degree of accuracy and to detect errors quickly.

If you would like to apply for the role, please send us a supporting statement which sets out why you are applying for the role and how you meet the expectations of the job description and person specification. Please give examples from your career to date, including both paid and unpaid roles. In addition to your statement, please also send us an up-to-date CV and full details of 2 referees, stating how long and in what capacity you have known them. We will be unable to confirm an offer of employment without satisfactory references, however we will not contact them without first obtaining your prior consent.

Please send your completed application statement and CV as a **PDF attachment** by email to jobs@thomasdanegallery.com by the closing date of 11.59pm on Sunday 5 July. We will not accept late applications.

All the information you provide will be treated in strictest confidence in accordance with the Gallery's Data Protection and recruitment policies and the UK GDPR.

PLEASE NOTE THAT YOU MUST HAVE PERMISSION TO WORK IN THE UK TO APPLY FOR THIS ROLE.

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JOB DESCRIPTION

JOB TITLE:	REGISTRAR
CONTRACT:	PERMANENT
PROBATIONARY PERIOD:	6 MONTHS
HOURS:	10 – 6 MONDAY-FRIDAY, (some evening and weekend working)
SALARY:	Depending on knowledge and experience
ANNUAL LEAVE:	25 DAYS PLUS BANK HOLIDAYS
RESPONSIBLE TO:	ASSOCIATE DIRECTOR: REGISTRAR AND OPERATIONS
RESPONSIBLE FOR:	N/A

PRIMARY PURPOSE OF ROLE

The Registrar works closely with the full Gallery team on shipping, handling, packing, cataloguing, documentation and other logistics for exhibitions, art fairs, sales and loans and also supports the smooth running of the gallery's daily operations.

MAIN DUTIES

Administration:

- Manage the gallery database, cataloguing all artworks and ensuring the database is kept up to date
- Work closely with the Archive Department to ensure work details are correct on the database.
- Coordinate framing of artworks
- Produce and distribute certificates of authenticity
- Complete condition reports at the gallery in coordination with the Associate Director
- Liaise with conservators and restorers as necessary
- Ensure that insurance details for all artworks are up to date with adequate provisions
- Work with the Archive department on scheduling photography for new works

General Shipping & Storage:

- Liaise daily with local and international art shippers
- Obtain crating and shipping quotes as required
- Work closely with shippers and gallery technicians on the packing requirements for all works.
- Coordinate delivery of new work to the gallery from gallery artists – within London and internationally
- Coordinate collection or delivery of secondary market works
- Ensure artworks are appropriately insured at all times
- Create shipping paperwork ensuring that export/ import procedures are correct and complied with, and that the export/ import paperwork provided by the shipper is correct.
- Track customs-controlled goods included on our TA and in BOND insuring deadline are met
- Assist colleagues with any other shipping requirements as and when required for non-art related shipments
- Obtain annual lists from all our storage locations for both internal and external locations and undertake stock checks as necessary

Internal/External Exhibitions:

- Work closely with the Associate Director on shipping and installation planning
- Liaise with artists/artist studios/galleries on obtaining artwork details and ensuring that they are aware of the shipping and packing schedules
- Gather shipping estimates and coordinate collection and transport with shipping agents

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- Create artwork lists on our database, sharing with the team when necessary
- Discuss and coordinate installation with shipping agents, as required
- Discuss handling and maintenance of artwork with the artist/artist representative during installation

Art Fairs:

- Meet regularly with the fair coordinator to collate lists of artworks for art fairs; updating the database with the most current list of works and their locations, sharing the list of works with staff.
- Gather shipping estimates; and once approved, confirm schedule with staff and any artists making new works.
- Ensure that the Finance Department and staff at the Fair know the current customs status of works and if, in the event of a sale, what taxes would be due to the client and any other sales procedure for that country.
- Advise the Shippers of the arrangements for the dispersal of artworks at the close of the Fair.

Sales and client relations:

- Update the Sales tracker with current status of sold works and keep track of movements and progress post sale.
- Obtain estimates for shipping and packing of sold works
- Liaise with clients regarding estimates, and shipping arrangements.
- Ensure that all procedures regarding the export/ import of artworks are correct and that HMRC legislative procedures are complied with, and that the relevant and connected paperwork is received, logged and filed.
- Ensure safe, timely delivery and installation (if required) of sold artworks.
- Provide with all relevant artwork documentation including but not limited to installation and care instructions, condition reports and COA's where necessary.
- Ensure that any associated shipping costs are charged/ recharged to the client when applicable. Where possible payment of the shipping costs should be sought and recorded prior to shipping.

Loans & Consignments:

- Create consignment agreement paperwork in consultation with the artist liaison team.
- Track consignment agreements for artist, galleries and secondary market works.
- Create and track all incoming and outgoing loans, ensuring that the galleries loan requirements and procedures are met at all times.
- Ensure all loan and consignment agreements, shipping documentation, database records are filed and up to date.
- Ensure that any associated expenditure and costs are recharged to the borrower/ consignee where applicable.
- Ensure all export and import procedures are met by the borrower/consignees appointed agent in line with HMRC legislation

Miscellaneous

At the gallery there is an understanding and expectation that all team members will work together to undertake and share additional tasks, in line with their responsibility level, to enable the Gallery to meet deadlines, prepare and deliver exhibitions and events and meet deadlines

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REGISTRAR - PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Minimum of two years' experience as a Registrar or similar role within a commercial gallery, museum or fine art shipper
- Knowledge and understanding of contemporary visual art
- Well developed inter personal skills and ability to deal with people of different levels of seniority.
- Detailed knowledge and understanding of HMRC procedures relating to customs and tax regulations
- Previous experience with art databases and cataloguing
- Experience producing and reading condition reports
- Evidence of thorough understanding of transport, packing and handling requirements for the safe movement of objects both domestically and internationally
- Demonstrable excellent administrative, organisational and communication skills
- Demonstrable time management skills, with the ability to prioritise multiple projects and managing tight and changing deadlines
- Focused and reliable
- Meticulous attention to detail
- Ability to work independently as well as part of a team
- Evidence of excellent problem-solving skills
- Demonstrable proficiency in IT systems used, with proficiency to intermediate level in Microsoft Office

DESIRABLE CRITERIA

- Art Fair Logistics experience
- Experience managing and overseeing loans to and from museums and other institutions
- Knowledge of EU and ROW customs and tax regulations