

**REGISTRAR / PREPARATOR POSITION AT REYES | FINN****Registrar/ Preparator**

POSITION SUMMARY: Reyes | Finn Registrar/Preparator is integral to the planning and execution of exhibitions, events, and art fair installations. This position will report to the Managing Director. The person in this role is responsible for art handling, packing and shipping, as well as managing all active gallery inventory. They will be responsible for the installation of artworks for exhibitions and at the gallery and off-site at art fairs (and beyond). The Registrar/Art Preparator works closely with the Managing Director and Gallery Administrator to develop production schedules, signage and performs other related duties including and not exclusive to maintaining the galleries and transporting artwork. The Preparator will oversee AV set ups for events and coordinate and manage temporary contract works for exhibitions and installations.

Reporting to the Managing Director, the Registrar/ Preparator is responsible for the accurate and comprehensive record of all inventory including location, condition, ownership, etc.

**Job Duties and Responsibilities:****Art Fair logistics and planning includes:**

- Maintain art fair schedule for logistics and shipping.
- Inform the selection of art to be exhibited from logistics perspective.
- Coordinate art fair shipping.
- Coordinate shipment of artworks, supplies, artwork files, signage, labels.
- Coordinate photographer and/or freelance onsite staff.

**Exhibition logistics and planning includes:**

- Works with Directors to coordinate and better manage shipping costs and timing.
- Coordinate and oversee installation and de-installation.
- Oversee build out for exhibitions including invitation and vinyl design.
- Oversee conservation and framing.
- Manage freelance art handlers.

**Inventory management includes:**

- Maintain accurate and up-to-date location records for all inventory in ArtBase.
- Coordinate and track all domestic and international shipments.
- File all Bills of Lading and incoming and outgoing release forms
- Regular analysis of on-site storage spaces to ensure that art handlers keep them tidy and accessible; ship sold works in a timely manner; and send over-sized objects back to artists.
- Safeguard artworks by ensuring professional packing, shipping and local transport (verify condition of objects at arrival and departure).
- Ensure works are photographed in a timely fashion and file on server and Artbase.
- Oversee framing and conservation as needed.
- Ensure that all artworks are in a ready-to-view condition (i.e. framed, in good condition, accessible, photographed, well-installed and lit).
- Arrange crating and shipments from/to artists, to/from gallery, and to/from client locations.
- Driving for art movement to warehouses or to artists studios when needed
- Obtain shipping costs/estimates.

- Provide service to our clients by giving expert advice on best ways to ship their art. Oversee packing and unpacking of works at the gallery.
- Maintain a comprehensive network of shippers, framers, photographers, conservators and temporary art handlers in ArtBase.
- Provide cost estimates for exhibition, production and art fair budgets.
- Coordinate with gallery manager to ensure accurate object checklists for all exhibitions and fairs. Check that all objects (complete files, books, supplies) are packed before art fairs.
- Generate consignment agreements with loans, donations, and 3<sup>rd</sup> party sellers.
- Negotiate expenses with vendors to get best pricing and discounts where possible. Verify that invoices are in line with estimates.
- Manage bill of lading compliance for consignments and sales.
- Order supplies for art handlers.
- Ensure that staff understands how to handle art works, keep up to date with new procedures in art handling, storage, and conservation to safeguard the inventory.
- Daily art handling including packing works for shipment and storage.

#### Facility and equipment

- Manage repairs and improvements and enforce a culture of tidiness and organization.
- Ensure that all facilities are safe, and the assets of the business are secure.
- Ensure that all furniture and technical equipment is adequate to our needs.
- Manage maintenance and security contracts with outside vendors.

#### Program Management includes

- Define and implement gallery procedures and ensure that the art handlers and maintenance personnel understand and follow them. Provide training where necessary.
- Monitor budget relating to shipping, conservation, art handling, and framing for exhibitions and art fairs.
- Attend weekly management meeting with an Agenda to review programming.
- Information management includes:
- Train and ensure every employee understand how to use ArtBase fully and in compliance with database conventions.
- Continually update Location of all artwork records, including conditions of consigned and loaned works, shipping records, conservation reports, framing and technical specifications.
- Required Experience and Skills:
  - Three years minimum experience packing and shipping works on paper, with demonstrated expertise in paper handling.
  - Fine art paper knowledge, with experience in thoughtful and safe handling of artworks of various sizes, weights and properties
  - Inspection of fine art prints / works on paper.
  - Meet deadlines while working independently and with a team on multiple concurrent projects • Current driver's license.
  - Strong experience with Microsoft Office software
- Desired Skills:
  - Familiarity with Artbase or other art management software
  - Familiarity with Filemaker Pro