Job Title: Registrar

Employer: Newlands House Gallery Ltd

Reporting to: Nicola Jones, Gallery Director

Tenure: Freelance, eight hours a week, to be spread over a week as required. Three

Exhibitions a year. £300 per week

Primary Duties:

The role of registrar will be to manage the support the gallery director in exhibition planning, managing the liaison with professional art handlers for packing and preparing works for shipment, dealing with customs for international art transportation, TA agreements, insurance, warehousing and condition reporting, and finalising consignment and loan agreements.

Newlands House Gallery

The gallery is a contemporary and modern gallery that was established in 2020, situated in Petworth, west Sussex. The gallery has mounted ten exhibitions, including Helmut Newton, Ron Arad, Joan Miró, Sean Scully and Liliane Tomasko, Julian Opie, Frank Auerbach, Lee Miller and Picasso, Idris Khan and Annie Morris, Eve Arnold and Nick Brandt

Responsibilities:

\*Co-ordinating tenders for transport contracts, comparing tenders and nominating agents

\*Managing the gallery’s TA agreement in conjunction with company accountant

\*Dealing with customs procedures and import/export matters

\* Liaising with gallery director on production of loan agreements and consignment agreements

\*Constructing timelines and budgets for transport contracts, warehousing, scheduling transport, crating, installation and deinstallation

\*Liaising with gallery team on management of condition reports and receipt of artworks, and ongoing condition checks and maintenance

\* Insurance contracts for art transportation

\*Liaising with curators, gallery director and gallery team on installations, artwork display and conservation

Experience and Qualifications

A minimum of ten years’ experience with a premier art gallery or museum as a registrar.

A registrar will be representing the gallery and should demonstrate clear and professional writing, digital and presentation skills, an engaging communication style and should be able to manage the planning and scheduling of high value art exhibitions calmly and methodically, with good interpersonal skills.