

The Modern Institute

Post: Registrar Responsible to: Director of Logistics

Salary: £25 - 30K Probation: 6 months

Hours: 40 hours per week Monday- Friday, 10am- 6pm (additional hours may be required to fulfil the demands of the role)

Main aim of the role:

To manage the logistical requirements for The Modern Institute's busy international programme including; shipping for art fairs, sales, loans, exhibitions and consignments. To manage the Registrar Department and work as part of a team to deliver a professional and efficient service at all times, ensuring a high standard of care for the transport and handling of all artworks.

To maintain detailed records of the movement of all artworks ensuring correct procedures are met when importing and exporting. To manage the artworks in The Modern Institute's Temporary Admission Waiver and Bonded Warehouse, keeping detailed records for audit purposes. To work closely with artists regarding new works, shipping schedules and technical/handling requirements.

Principle Duties and Responsibilities:

These are the main duties of the registrar:

- Meet regularly with the Director of Logistics regarding the gallery's logistical requirements, and provide reports where necessary
- Meeting regularly with the Director of Logistics and Directors to collate lists of artworks for art fairs; updating the database with the most current list of works and their locations
- Gather cost effective shipping estimates and have these reviewed against budgets and prior year costs
- Work with all departments on preparing artworks for the fair and preparing a shipping document for each fair for staff
- Create and maintain shipping paperwork and import/export procedures
- Working on sales as they come in at the art fair and arranging dispersals with the team at the fair

- Ensure safe, timely delivery and installation (if required) of sold artworks including installation instructions and certificates of authenticity
- Work closely with the Finance Department with the sales process including recharges of shipping / crating costs

- Work with the Assistant Registrar obtain estimates for shipping and packing of sold works
- Work with the Assistant Registrar to liaise with clients regarding estimates, and shipping arrangements
- Ensure that all procedures regarding the export/ import of artworks are correct and that HMRC legislation is followed, and that the relevant paperwork is received, logged and filed
- Facilitate loan requests, ensuring that The Modern Institute's loan requirements and procedures are met at all times
- Facilitate consignments in and out and ensure costs are recharged as appropriate
- Work closely with artists if they are making new work for internal and external exhibitions; ensuring that they are aware of the shipping and packing schedules
- Ensure all export and import procedures are met

Other administrative duties:

- Update and maintain database records with any movement of artworks
- Work closely with the Archive Department to ensure work details are correct on the database
- Ensure that the Assistant Registrar is managing shipping requirements for web sales
- Ensure that the Assistant Registrar is managing the consignment agreements and price reviews in consultation with the Directors
- Assist colleagues with any other shipping requirements as and when required
- Oversee the procedures for the generation of Certificates of Authenticity for sold artworks
- Oversee the procedures for sending and receipt of artist's certificates, installation and care instructions and condition reports where necessary
- Update the Sales Ledger with current status of sold works, and that shipping information is recorded on this document and on the database
- Raise invoices in close consultation with the Finance Department
- Produce monthly reports of works in Temporary Admission and Bonded Warehouse
- Manage works in external storage
- Ensure artworks are insured at all times
- Liaise with the insurance broker on a regular basis regarding TMI's policy ensuring cover is in place particularly before art fair shipments
- Oversee insurance claims for any damaged works
- Produce budgets and reports as and when required
- Some Front of House duties are required on occasion- includes opening and closing of gallery, greeting visitors to the gallery, bookshop sales, provision of information to visitors and answer phones

- To manage the production of new works when needed; ensuring schedules are met and all production costs are clearly noted and passed to the Finance Department
- To manage all recharge information; ensuring the Finance Department is passed all relevant information

Essential skills required:

- Prior experience of working in a Registrar or Shipping role preferably in a commercial environment
- A thorough knowledge of Mac OS and Microsoft Office
- Excellent administration and organisational skills, with attention to detail
- Good communication and people skills
- Ability to work accurately and calmly under pressure and demonstrate problem solving skills
- Ability to multi task on a number of projects/ tasks
- Good time management skills with the ability to meet deadlines
- Have a flexible approach to the job, and the ability and willingness to work flexible hours when required

Desirable:

- A keen interest in contemporary art
- Experience with finances and financial data
- Knowledge of TA

The role will be based at The Modern Institute/ Toby Webster Ltd, 14- 20 Osborne Street, Glasgow G1 5QN.