

PACE

Registrar

Position posted on: May 1, 2018

New York

Pace gallery is seeking a **Registrar** for our New York team to provide support in all activities relating to incoming and outgoing artworks, exhibition planning, condition reports, insurance, database management and research projects.

Our ideal candidate has excellent communication skills, the ability to effectively juggle and prioritize multiple projects at once, keen attention to detail, and a positive and confident demeanor. They must be comfortable working in a fast-paced environment with a flexible and cooperative attitude. Previous registrar/art handling and/or commercial art gallery experience is required.

About the Role:

- Support and facilitate all projects managed by the President's office.
- Collaborate with Preparators on framing needs for the Executive office and understand artist/dealer-specific framing preferences.
- Establish and maintain a positive and collaborative relationship with artists, artist studios, estates, and clients.
- Continually develop expertise with artist's oeuvres; series, techniques, materials, inscriptions, etc.
- Obtain information related to all incoming inventory – catalogue artworks in inventory system and distribute information to relevant departments.
- Create, manage, and disseminate artist-specific cataloguing standards.
- Conduct condition inspections and prepare detailed condition reports.
- Assist with implementation of new digital condition reporting system by collaborating with Registrars and Preparators.
- Draft and negotiate loans, consignments, approvals, and gift contracts.
- Draft and manage active certificates of insurance as well as communicate high-value movements to relevant staff.
- Work with necessary departments to ensure proper packing of artworks for safe transit and storage.
- Courier artworks locally, domestically, and internationally as needed.
- Oversee and collaborate with relevant staff to troubleshoot artwork installations; record installation specifics and draft instructions.
- Coordinate conservation and liaise with conservators.
- Take an active role on the Registrars team and offer coverage as needed.
- Actively identify and implement ways to improve team function and communication.
- Maintain big-picture, long-term view of all projects and ensure that day-to-day function is in sync with greater gallery goals.

About You:

- BA Degree Required in Art History, Studio Art or related field.
- Minimum 3-5 years Registrar experience; courier experience preferred.
- In-depth knowledge of registrar procedures and best practices including proper handling and safe packing methods.
- Strong knowledge of the gallery world and Modern and Contemporary Art; familiarity with diverse media/materials is a plus.

- Effectively interact with and gain the confidence of artists/studios, estates, clients, vendors and staff.
- Must be articulate and possess a professional, polished demeanor.
- Maintain composure under pressure in a fast-paced, deadline-driven environment is key.
- Must have a flexible, cooperative attitude.
- Excellent interpersonal, communication, and problem-solving skills are required.
- Extremely detail oriented, organized, and tenacious about taking initiative and following through.
- Work well independently and as part of a team, with a “no task is too small” attitude.
- Excellent computer skills are required, including Microsoft Word, Excel and Outlook.

In addition to an active and progressive work environment, Pace offers a competitive benefits package, including medical, dental and vision insurance, retirement plans with a company match, flexible spending accounts and commuter benefits. We encourage a healthy work/life balance and offer a generous vacation policy.

To apply for this position, please submit a cover letter and resume to jobs@pacegallery.com, with ‘Registrar,’ in the subject line.

Pace is proud to be an equal opportunity employer and will consider all qualified applicants regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or expression, Veteran status, or any other legally protected status.