

The Current

Exhibitions Registrar + Preparator

Summary of Position

Working closely with the Executive Director, the Exhibitions Registrar + Preparator is the point of contact for the care of and logistics involved in all art handling aspects of each exhibition. This includes detailed tracking of art inventories, coordination of art shipments, the monitoring of all incoming and outgoing art loans and consignments, supervision of the exhibition installation and deinstallation, restoration of gallery space during exhibition changeover, efficient organization of art storage, completion of detailed condition reports to document artworks, completion of exhibition spreadsheets, exhibition calendar planning, and execution of contracts for artists, galleries, and other lending institutions.

The Exhibitions Registrar + Preparator must have outstanding problem-solving skills, high degree of dependability and professionalism, strong knowledge of contemporary art, office and design fundamentals, expertise in customer service, patience with often complex logistics involving unforeseen issues or delays, and the ability to work with many different arts professionals and company representatives (outside of The Current) to complete exhibition installation/deinstallation in a time-sensitive environment.

We are committed to creating a supportive work environment defined by a culture of responsibility, integrity, and inclusion, and strongly encourage members of the BIPOC community, LGBTQ+, and people with disabilities to apply.

This is a non-exempt, part-time position approximately 24–28 hours per week Wednesday–Saturday; evening and weekend hours are required.

Salary: \$23 hourly

Primary Responsibilities

General

- Organize and administer all exhibition-related activities, including:
 - Installation and deinstallation details
 - Transportation of artwork
 - Sales of artwork and design store merchandise
- Manage and maintain the physical gallery space, including Art Lounge and Design Store, to ensure a safe, accessible, and professional presentation.
- Serve as a welcoming presence and face of the organization as gallery greeter.
- Maintain professional boundaries when working with artists, visitors, collectors, and sponsors, representing The Current on- and off-site, as well as on social media and in any digital communication, in accordance with contracts, safety protocols, and the Code of Conduct.
- Train staff on the current exhibition so that they can lead tours and field questions, as necessary.
- Supervise gallery interns and volunteers.
- Organize and hire professionals to document exhibitions and gallery events with budget approval from the Executive Director.

Registrar Tasks

- Work closely with ED to make sure contract templates are updated and individualized to align the needs of or requests from each artist or gallery with contract formalities (such as particular stipends, sales commissions, civic engagement) .
- Create streamlined processes for efficient turnaround of contracts, including use of electronic signatures and storage of completed contracts in Salesforce.
- Confirm insurance coverage is updated and inclusive of all exhibition artwork during transportation of artworks to and from destinations, and while on exhibit at The Current (indoor and outdoor). Share with Operations Manager.
- Have updated insurance certificates available for any gallery or lender with a specific list of artworks included.
- Make sure The Current facility report is up to date and accessible (Deputy Director point person)
- If fabrication or production is part of any agreement or contract, liaise with framers, printers, fabricators, artists, galleries, and vendors to track production timelines.
- If needed, request loans of artwork from other organizations
- Create an exhibition spreadsheet based on a template for each new exhibition and accurately and completely fill out for each exhibition.
- Set exhibition calendar schedule with Executive Director and update on Google Docs and Google Calendar.
- Organize, plan, and facilitate all art handling.

- Create documentation and condition reports and share them with the exhibiting artists or their galleries.
- Collect, organize on Drive, and share with Program Assistant and Graphic Designer all supplemental artist materials, including images, biographies, artist statements, and statements about the work (written and audio), resumes, social media handles, and any relevant press.
- Ensure all photos and documentation file names are in accordance with org formatting prior to uploading to the Drive or Dropbox.
- Enter all artists and gallery contacts into SF and MailChimp
- Ensure that all exhibitions have a completed Press Kit on Dropbox or Drive and share with artists.
- Ensure that website, exhibition documents, Bloomberg, etc. all have up-to-date and completed information on all exhibitions.
- Organize and prep all exhibition-related content in Drive and share with Deputy Director for proofing and handoff to Graphic Designer, including: gallery guide, wall labels, bios, artist statements, catalog document, details of exhibition (exhibition main spreadsheet), Bloomberg content, etc.
- Retain good communication with contractors, artists, and galleries, including follow-up appreciations.
- Write personal emails to press contacts, collectors, and patrons, as identified by the Executive Director, inviting them for a private press tour an hour before exhibition openings; include press kit and additional information about the exhibitions.
- Provide marketing and promotional support for the exhibitions, including personal outreach to press contacts with press release kit.
- Enter all marketing requests and materials into the Airtable Marketing base in a timely manner and after consultation with Deputy Director.
- Ensure the Press Kit folder from the Marketing Firm is in Dropbox. Create one if necessary.
- Print and send all artists, sponsors, and grantors any reviews of exhibition, postcards, catalog, gallery guide, and personal thank you note from the Curator and Gallery Manager.
- Ensure that all reviews and relevant information for the exhibitions are entered as a task in Marketing Airtable base for inclusion on our website.
- Share the Press Kit with all artists to include press release, high-resolution images, any reviews about the exhibition, or other information.

Art Handling

- Organize, supervise, and coordinate all logistics of exhibition artwork including:
 - Communicate and plan with art shippers to schedule pick-ups, deliveries, and returns within multi-state locations.
 - Install and de-install exhibitions and/or schedule contractors for installation and deinstallation of artworks - whether indoor or outdoor. This includes unloading and reloading, unpacking and repacking, and storage of large crates/packing materials into the basement or other storage facility. For outdoor exhibitions this

involves coordination with crane services, excavators, and Town of Stowe Public Works Department.

- Get estimates well in advance for transportation and installation/de-installation and get approval from ED.
- Sign off on all incoming and outgoing shipment invoices to confirm a list of works.
- Sign off on all major crane services or other contractor invoices for completed work.
- Make sure all invoices match incoming bills for payment by having hard copies of everything on file.
- Communicate with Library staff for advance notice of artwork deliveries and pickups, and outdoor installations.
- Organize a clean indoor space and cleaned floors to receive work, organize arrival and departure details for artwork, ensure timely, safe, and professional protocols throughout the process.
- Prep and paint all walls prior to each exhibition; ensure tools are organized on the tool carts, drills are charged and ready to go, foam pads or blankets are secured and ready to receive work, work is carefully handled and not placed in compromising locations or situations that may threaten to damage the artwork.
- Work with Curator to understand location for all work in the gallery and complete installation per design and per ADA compliance.
- For outdoor work, ensure each site has a nameplate that is installed with the work.
- Coordinate with the Town or private property owners for outdoor installation and deinstallation schedule, use of cones or traffic diversion, and other details as needed.
- Ensure each outdoor site is put back to its original condition at end of show.
- Ensure proper permitting is applied for and received in a timely manner.

Documentation

- Keep the Designer up-to-date when all tabs on exhibition spreadsheet are complete to enable Designer to create outdoor artwork signage and indoor wall labels; Keep Deputy Director up-to-date so that marketing can be arranged.
- Create new folders for artists and/or galleries in the Drive and Dropbox for each exhibition.
- Prepare condition reports to include written details for each incoming/outgoing work of art. Include every aspect of the work - dimensions, packing materials, and any noticeable damage. Supplement written documentation with photographs of every angle of each piece.
- Provide condition reports to lending galleries, artists, and insurance companies if asked for such.
- Organize archives in exhibition binders at the end of each show.

Other

- If asked, assist with writing interpretive materials for the exhibitions, including wall labels, then work with the Curator for content editing.

- When possible, establish a budget with the ED for each exhibition, to allocate towards shippers, art handlers, framers, crane services, excavators, landscapers, etc.
- Assist with the annual Gala event by being the point person for all Gala artwork; extend invitations to artists to participate in the silent or live auction; track artwork donations on Wix and the Gala auction sheet.

Skills and qualifications

- Minimum 3+ years of gallery registrar experience.
- Meticulous organizational and problem-solving skills, with an attention to detail and ability to multitask in a fast-paced environment.
- Ability to pivot quickly and creatively with unforeseen circumstances.
- Capacity to prioritize and take the initiative.
- Hands-on experience working with professional art handlers, shippers, off site contractors, gallery representatives, artists, fabricators, framers, etc.
- Direct experience managing installation and deinstallation of valuable artwork in a gallery setting.
- Outstanding verbal, written, and interpersonal communication skills.
- Demonstrated ability to work both independently and as part of a team.
- Ability to carefully handle artwork using best practices; ability to lift up to 40 pounds, climb ladders, and reach high and low spaces.
- Solid knowledge of the gallery world and of contemporary art.
- Willing and curious to learn about the artworks in each exhibition.
- Experience working with artworks of varying media.
- Ability to be flexible and adaptable when working with tight deadlines.
- Ability to effectively interact with and gain the confidence of galleries, artists, artists' studios, vendors, shippers, and art handlers.
- Keen eye for detail in order to document the condition of each incoming and outgoing work for condition reports. This includes both written and photographic documentation.
- Creative thinker with a sense of humor.

The above duties and responsibilities describe the general nature and level of work performed in this job. They should not be construed as an exhaustive listing of all job duties and responsibilities by employees so classified.

Reporting Structure

This position reports to the Executive Director and works closely with the Deputy Director. This part-time position requires 24–28 hours Wednesdays through Saturdays; evening and weekend hours are required.