

Art Registrar/Gallery Assistant

Studio Shop Gallery is a contemporary fine art gallery and custom picture framing stop, serving the greater San Francisco Bay Area since 1915. As the oldest retail business in Burlingame and one of the oldest art galleries of California, we are well known in the community for providing an unparalleled customer experience, personalized service, and quality craftsmanship.

We are currently seeking an experienced Art Registrar to join our small collaborative team of gallerists. This is a part-time position (20-30hrs/week).

The ideal candidate possesses knowledge of managing and handling art collections and has experience working in a museum or gallery setting. We value candidates who have a passion for art, and who will contribute enthusiasm and a positive attitude to the team environment. Candidates must be available to work regular retail hours (e.g. 10am-6pm), including some potential weekend availability during art shows.

Responsibilities include (but are not limited to):

- **Collection Management**
 - Supervises the management of the collections database.
 - Updates artwork and artist records on a regular basis.
 - Responsible for artwork images and photo editing.
 - Responsible for data quality and works with staff to ensure data standardization.
 - Provides staff training with regards to the database and prepares user guides and reports.
- **Cooperation with artists**
 - Close cooperation with artists
 - Provides consignment agreements and inventory reports on a regular basis.
 - Reviews and supervises artwork prices.
 - Maintains artist records such as resume, cv, exhibitions.
- **Logistics**
 - Oversees the preservation, storage, and location of the collections.
 - Responsible for packing and preparing works of art for shipping.
 - Maintains a close cooperation with our shipping vendors.
 - Prepares artwork for upcoming exhibitions.
 - Supports curators with installing artwork at the gallery.
 - Supports sales staff with handling and transporting artworks.
 - Provides art transfers between our two locations (Burlingame, San Mateo).
 - Must be comfortable driving a Sprinter van.
- **Administrative tasks (as needed)**

Skills & Competencies

- B.A. or M.A. in art business, museum studies, graphic design, art history or related discipline
- 1 – 3 years' experience in collections and exhibition management
- Excellent organizational skills incl. a strong eye for detail.
- Excellent computer skills
 - Proficiency in collections management database software
 - Email, word, and spreadsheet software
 - Adobe Photoshop, InDesign
 - Content Management Sites
- Ability to perform in a fast-paced and ever-changing work environment; ability to work under pressure amidst shifting priorities, ability to work collaboratively in a team-environment.
- Ability to prioritize between multiple projects, tasks, and deadlines.
- Strong problem-solving and analytical skills.
- Clean driving record
- Ability to lift artworks up to 50lbs.

Please send your application (CV incl. cover letter) to stephanie@thestudioshop.com

Please note that applications without cover letters will not be accepted.

We look forward to hearing from you!

STUDIO SHOP GALLERY

HONORING ARTISTRY SINCE 1915.