

ASSISTANT REGISTRAR

About Us: R & Co. is the pre-eminent design gallery in NYC, representing 15 international artists as well as a wealth of important vintage furniture and design objects. The gallery presents exhibitions in two Tribeca locations as well as participating in international design fairs in the US and Europe. We collaborate closely with artists to produce original commissioned work for select clients.

Position Summary: Reporting to the Head Registrar, the Assistant Registrar assists with all registration duties and aspects of inventory/collection management.

Job Duties & Responsibilities:

- Collections database management.
- Overseeing incoming and outgoing shipments of artworks, and recording all movements of artworks with proper registration protocols.
- Organizing and filing incoming and outgoing forms.
- Generating incoming and outgoing condition reports, loan and consignment agreements, and care, handling, and installation documents.
- Conducting physical inventory of items periodically, verifying location and condition of items.
- Assist with preparations for local, domestic, and international shipments.
- Liaise with staff, art handling companies, fine art shippers, conservators and restorers.

Requirements/Skills:

- Bachelor's Degree, with a minimum of 1-2 years of registration or collections management experience in a gallery, museum, auction house, or art handling company.
- Knowledge of and experience with registration standards and documentation.
- Knowledge of proper handling, packing, storage and installation techniques for furniture, lighting, design and art.
- Knowledge of and interest in contemporary and historical design.
- Proficiency in Microsoft Office Suite, Google Suite, and collections management software (Filemaker preferred).
- Excellent written and oral communication skills.
- Detail-oriented and capable of prioritizing and executing multiple tasks in a fast-paced environment.
- Ability to work well under pressure while retaining accuracy.
- Ability to work in a collaborative environment, maintaining effective working relationships with staff and vendors, taking on any tasks that may be needed to support other staff.
- Ability to lift and move up to 50 pounds

Must be available for gallery and fair installations, openings and other events as needed, which may take place over weekends or holidays, or fall outside normal gallery hours, and may include travel.