

Secondary market gallery specializing in Modern and contemporary masters seeks an registrar/art handler for full time employ. Candidates must be well organized, motivated, detail oriented, resourceful, and have a professional manner. We are looking for an articulate, sophisticated, discrete and well-groomed individual to join our growing team. Knowledge and appreciation of post-war and contemporary art is required. Primary responsibilities are as a registrar with administrative duties as needed.

Registrar/Art Handler:

- Must possess knowledge of art handling protocol
- Responsible for all un/packing, handling, movement and inspection of all artworks into and out of the gallery
- Coordination of all transport
- Drafting of all paperwork relating to purchases, sales and consignments
- Database maintenance
- Basic photography skills
- Tracking of gallery inventory
- Oversight of on and off-site storage
- Monitoring of insurance coverage
- Maintenance of the physical gallery
- Exhibition installation

Administration:

- Research to aide exhibitions and sales
- Answering of phones
- Greeting of guests
- Assistance with daily correspondence
- Special Projects as they arise

Experience with Microsoft Office, and some proficiency in Photoshop required. Knowledge of Artsystems database a plus.

The position is M-F, 10-6PM. The gallery mounts 4 exhibitions a year, and participates in a growing number of artfairs. Some flexibility to work evenings, Saturdays for events, and during exhibitions is required.

To apply please e-mail cover letter, resume and salary history to:
sarah@armandbartos.com.