

Job Description

Job Title: Junior Registrar & Archivist

Gallery: Pangolin London

Contract: Permanent position

Commencing: February/March

Salary: Dependent on Experience

Location: Primarily with Pangolin London, Kings Cross and at other locations in the UK.

Hours: 0930 - 1800; Monday to Friday with some Saturdays.

Reporting to: Gallery Manager & Gallery Director

Skills required:

Personable, excellent attention to detail, good communication, energetic and enthusiastic. 2 years commercial gallery experience required and knowledge of ArtLogic or similar database is desirable.

Primary Responsibilities

Pangolin London is looking for a personable and highly organised junior registrar and archivist with an excellent eye for detail to join their growing gallery team. Primary responsibilities include:

- Maintaining an up to date Stock database.
- Manage framed stock
- Organising Loans & consignments and their paperwork
- Maintaining a clean and tidy storage Studio
- Manage and update image archive
- Manage all shipping and logistics
- Carry out condition reports
- Research and update artist archives
- Assist with exhibition installation and logistics
- Client facing when necessary and able to man the gallery whenever required
- Assist at art fairs

If you are interested in this role please send a covering letter (max 500 words) and your CV to: melonie@pangolinlondon.com. Closing Date: **Friday 22nd February**