

SASKIA FERNANDO GALLERY

Job Title: Gallery Registrar

Location: Saskia Fernando Gallery, Colombo, Sri Lanka

Overview:

Saskia Fernando Gallery seeks a Gallery Registrar to oversee all administrative responsibilities related to the gallery's art collection and exhibitions. As a Gallery Registrar, you will be responsible for managing the gallery's art collection, acquisitions, and registration of new artwork. The ideal candidate should have a degree in art, art history or museum studies, with a minimum of three years' experience in a similar role.

Key Responsibilities:

- Oversee registration and documentation of all artwork in the gallery's collection, including artist information, provenance, authenticity, and condition reports.
- Catalogue new artwork acquisitions and maintain the artwork database.
- Develop and implement a comprehensive inventory management system.
- Maintain accurate records of all artwork loaned out by the gallery.
- Coordinate packing, transportation, and delivery of artwork to and from the gallery.
- Oversee and maintain the gallery's insurance policies and appraisals.
- Work closely with the exhibition team to coordinate artwork display and installation.
- Manage loan agreements, contracts, and legal documentation for the gallery.
- Handle artwork returns and repurchases.
- Manage relationships with artists, collectors, and clients.

Qualifications:

- Bachelor's degree in art or related field.
- A minimum of three years' experience in a similar role.
- Strong knowledge of and inventory principles.
- Excellent organizational skills with attention to detail.
- Ability to work on multiple projects simultaneously and meet deadlines.
- Strong computer skills, including knowledge of art database and inventory management systems.
- Excellent communication and interpersonal skills.
- Ability to work independently with minimal supervision.

To apply, submit a cover letter and resume to Saskia Fernando Gallery at info@saskiafermandogallery.com.

We appreciate and thank all applicants for their interest in the position, however, only those selected for an interview will be contacted.