

Registrar
Kiki Kogelnik Foundation
Vienna, Austria

Full-time (40 hours)
Long-term position

The Kiki Kogelnik Foundation is a non-for-profit organization that is dedicated to promoting the knowledge and understanding of the artistic legacy of Kiki Kogelnik by maintaining and preserving the artworks, archives and copyright usage. The foundation is responsible for enhancing the public's awareness of the artist's oeuvre through exhibitions, academic research and publishing.

The registrar has direct and sole responsibility for the ongoing care and management of the foundation's art collection in Vienna and New York, while maintaining high museum standards and best practices.

The candidate must oversee any handling of artworks, including the movement of all and any works, crating/de-crating, installation/de-installation of works. Arrange packing and crating with lenders and fine arts shipping agents, coordinate and communicate domestic and international transports, courier as needed. Communicate and deal with art handlers, suppliers, storage handlers and customs officers. General inventory upkeep as well as regular location facility checks and reports, including managing all art storage spaces.

He/she is expected to manage and organize digital and hard-copy records; frequently updating the database and entering all relevant information, such as work details, movement of works, condition checks, sales records. Determine and coordinate conservation and framing requirements and guidelines. Perform outgoing and incoming condition reports for loans and consignments, examination of condition and treatment of artworks, review and approve facility reports, produce any exhibition related documentation as needed, along with consignment and loan agreements forms, certificates of insurance, receipts, shipping and release forms.

The registrar is required to have strong database management and computer skills (Mac based office), as well as manage the foundation's calendar for viewings, meetings, transports, and any dates concerning an exhibition. Knowledge and experience of packing, handling, storing, housing, moving for the safety and security of works of art of all formats and media is needed.

The dedicated individual can work in a small team setting with the capability of collaborating and being able to effectively and efficiently communicate with the staff on related projects and exhibitions. The candidate is expected to be able to think ahead, follow up, be able to work on multiple complex projects at once, while understanding urgency of priorities, and meet deadlines. Coordinate expenses related to potential work travel, including participation of conferences and seminars, or related to art courier work or inventory management.

Qualifications:

The successful candidate will have at least three to five years registration experience at an art gallery, auction house or art organization.

Bachelor's or master's degree in art history or related field.

Fluent in English, with strong German language skills.

Exceptional written and oral communication and interpersonal skills.

Responds well to pressure and deadlines.

Detail oriented with extreme level of accuracy.

Proven project management skills.

Starting date: July 15th, 2018

Starting salary: €2.518 gross

Applications including a CV and a letter of motivation in English only, both as a PDF attachment, along with three references should be sent to info@kikikogelnikfoundation.org.