

# DICKINSON

Dickinson London

Registrar and Assistant to the Directors

Hours: M-F, 9am – 6pm (with occasional out of hours or weekend responsibilities)

Location: 58 Jermyn St, London

Salary: based on experience

Start date: July 2024 or sooner; 3-month probationary period for a permanent position

Please send CV and cover letter to: Dr. Molly Taylor, Molly@simondickinson.com

Dickinson Gallery is looking for an experienced, enthusiastic, hard-working, organised registrar and PA to join the London team. The successful candidate will assist with all aspects of shipping, import/export and insurance, maintain the digital gallery record system, and will assist the Founding Director and Managing Director with correspondence, travel, and other business matters. This position is well suited to a motivated and detail-oriented individual with an interest in gallery logistics.

PA and administrative responsibilities will include, but not be limited to:

- Assisting the Directors with correspondence and emails
- Making travel arrangements, appointments and reservations for the Founding Director and Managing Director
- Liaising with clients on behalf of the Directors, both in person and over the phone
- Maintaining Founding Director's personal files, including bank, tax, pension and medical
- Keeping the gallery's digital artwork files up to date, and uploading new works to the website
- Applying for art loss register certificates as needed
- Assisting with reception, phones and front of house duties

Registrar responsibilities will include, but not be limited to:

- Arranging local and international shipping, including the transfer of artworks into and out of Bond and Temporary Admission, in collaboration with the Gallery Manager and Gallery Assistant and liaising with external art handlers and shippers; keeping records of all shipping documents
- Maintaining all records for HMRC for items under Customs Control, and making sure all paperwork is accurate
- Maintaining and renewing all aspects of the gallery's Temporary Admission Facility and Bonded Warehouse Facility with HMRC
- Applying for export licenses
- Overseeing data entry on the gallery record system, including all works of art, deliveries and collections, insurance, tax status etc
- Overseeing art fair digital invitations, using the online record system, in collaboration with colleagues

Desirable qualifications and experience:

- Excellent written and spoken English, with a solid grasp of grammar; additional languages desirable but not essential
- Superb organisational skills, an ability to prioritise and multitask
- Attention to detail and common sense
- Excellent interpersonal and client facing skills, including proper and professional phone manners
- A good understanding of technology, including proficiency in MS office, Excel, and Adobe

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- Previous experience in a registrar capacity preferred
- A willingness to learn and a positive, enthusiastic attitude
- An interest in art is welcome but this is not an art specialist or sales role