

JOB POSTING
Part-Time Registrar (as-needed basis)

The Kiki Kogelnik Foundation seeks a registrar for as-needed assistance in the greater New York area.

Duties include:

- Overseeing deliveries to and shipments from our Manhattan location
- Couriering works from either our storage in Long Island City or Manhattan within the New York area
- Traveling to either our LIC or Manhattan storage to carry out condition reports
- Regularly reporting to and maintaining close contact with head registrar who is based in Vienna
- Light art handling

Requirements:

- Knowledge of art handling and packing best practices
- Ability to carry out succinct and accurate condition reports
- Understanding of artwork databases
- Proficiency in Mac programs and Microsoft Office
- Excellent communication skills
- Ability to multitask and meet deadlines

Flexibility, dependability, and discretion are essential.

This position is for max. 10 hours per week on an as-needed basis; working hours are between 9am-6pm, Monday-Friday. All work will be coordinated at least five days in advance in order to fit with your schedule.

To apply for this position please send a cover letter and resume to info@kikikogelnikfoundation.org with "NYC Registrar" in the subject line. Application deadline is April 13.