



530 Sixth Ave, San Diego, CA 92101

Part Time Position

Gallery Registrar and Photographer

Compensation:

\$16 per hour

Parking reimbursement on approved locations

Requirements:

Time requirements for this position are approximately 15-20 hours per week, plus special events. The Employee will need to work all booked events, assist with the gallery's opening receptions, and any special events that may arise. Employee will clock in on [TimeStation](#) to log hours worked both outside and inside the gallery. Upon approval by Sonya Sparks, applicant may be able to increase hours once a profitable workflow has been established.

Responsibilities:

The Gallery Registrar supports the projects assigned by the Executive Director, supports other staff, and catalogs the inventory (artwork) as it moves in and out of the gallery, by photographing and recording data for each piece of artwork.

- Catalog and archive the work that enters and exits the gallery:
 - Record and audit (quarterly) gallery inventory
 - Maintain inventory database — add new records, artwork data, update locations
 - Coordinate and track internal and external movement of artwork for the gallery
 - Google sheets documentation
 - Photograph the works
 - Write condition reports
 - Update website (WordPress)
- Handle artwork: packing for shipment / stocking / hanging
- Diagnose conservation and/or framing and correct as needed



- Staff exhibition openings, events, and art fairs as needed
- Diagnose packing/storage/shelving protocol for all objects
- Generate paperwork associated with the movement of artwork, including incoming and outgoing artwork sign out sheets, consignments and loan agreements
- Manage and schedule art handlers, installers, and pickups for gallery exhibits
- Coordinate shipping and receiving for exhibition artworks and supplies
- Communicate directly with the artists: updates, scheduling, obtaining information and serve as the main point of contact for the artists
- Manage installation and de-installation logistics; planning and scheduling with the artists for drop offs
- Ensure packing, handling and installation standards and protocols are met
- Support represented artists on a regular basis
- Perform other gallery related duties as assigned

Employee must have:

- Excellent written and oral communication skills
- Ability to multi-task and problem solve
- Ability to manage and update various databases with accuracy
- Strong organizational and time management skills
- Self-motivated and able to work independently
- Proficiency in Microsoft Office, G Suite, and Mac computer systems is required. Photoshop is a plus
- Professional and personable demeanor
- Must be able to work extended hours including nights and weekends

Additional Information:

- Health benefits are not available for this position.
- Sparks Gallery is located in the Gaslamp Quarter with paid parking options. Employees who cannot walk or bike to the gallery may apply for parking reimbursement in approved locations with receipt documentation



To Apply:

Email resume and cover letter to sonya@sparksgallery.com