

**STPI**  
**Creative Workshop & Gallery**

**JOB DESCRIPTION**

Job Title	Executive (Registrar & Sales)
Job Level	
Department	Registrar & Sales
Reporting To	Assistant Manager (Registrar & Sales) & Gallery Director
Subordinate(s) (if applicable)	

**Overall Job Objectives:**

- Support all inventory, logistics and planning functions within the Department, including maintaining records of movement, storage, exhibition and location of STPI's artworks at all times
- Support the Sales team in sales updates/follow-ups where necessary

**Core Responsibilities:**

- **Artwork Registration:**
  - Support Senior Registrar in transferring artwork information from completed VAPs and Creative Workshop Master Ledgers into artists' master lists and Filemaker (STPI's database system)
  - Provide inputs into Filemaker in terms of information on framing requirements, artwork availability and general data cleansing
  - Preparation and status tracking of Certificates of Authenticity for all completed artworks
  - Preparation and updating of available Artwork Inventory Files
- Facilitate access to artworks, including viewings and updating of sellable artwork inventory
- **Administration:**
  - Issuance of Purchase Orders for payment to vendors
  - Timely tracking of invoice submission and payments to vendors
  - Filing and digitization of all artwork release forms
  - Preparation and delivery of the Artwork After-Sales Kit, including Certificate of Authenticity and obtaining Credit Lines
  - Upkeeping all received information onto artwork master lists and Filemaker
  - Liaise closely with Sales team on matters pertaining to artwork inventory, client viewing, after-sales delivery, framing and shipping enquiries
- **Exhibitions:**
  - Adhering to the exhibition timeline, in preparation of the exhibition
  - Support Senior Registrar and working closely with Gallery Director on exhibition layout requirements
  - Provide the necessary information for selected artworks in the initial exhibition spreadsheet
  - Provide Gallery with 3D scale model of exhibition spaces and scaled images of artworks
  - Obtain quotes and facilitating access to the artworks for the framing requirements of exhibition

- Obtain quotes from third-party art handlers and external hired crew for installation and de-installation of exhibitions
- Supervise the appointed art handlers during installation and de-installation of artworks and hired crew for the setup of the exhibition space
- Support Senior Registrar in liaising with external Galleries and Museums to coordinate delivery and returns of Loans
- Support logistics and enquiries for acquisitions and joint exhibitions
- Lights plotting and adjustments
- Condition checking and reports of artworks
- Art Fairs:
  - Supporting Gallery Director and Senior Registrar in
    - Booth mockup
    - Booth layout and technical drawing submissions
    - Getting quotes for framing, local and overseas logistics support
    - Packing and crating of artworks and art fair furniture and supplies
  - Preparation of art fair master lists on both excel and Filemaker
  - Supporting the onsite team with information and advice on shipping and logistics when needed
- Coordinate installation and delivery logistics for local and overseas clients
- Maintenance and upkeep of Gallery spaces and registrars' workspaces, including procuring supplies for daily tasks
- Executing the following to support sales team if necessary:
  - Attending to online sales enquiries from STPI's online partner platforms
  - Ensuring accuracy of available artworks published across all online platforms
  - Generate Job Order Forms upon agreed sales transaction to be submitted to Finance for invoicing
  - Support Sales and Finance in identifying completed sales upon delivery
- Others
  - Work closely with Gallery and Workshop team to ensure efficient storage of artworks at all times
  - Attendance of weekly meeting with Workshop to maintain an update from the team
  - Any other assigned tasks from Gallery Director and Senior Registrar

**Job Specifications:**

- A Bachelor's Degree in art discipline with at least 2 years of work experience is an added advantage
- Well organized, punctual and detail-oriented
- Ability to articulate well
- Team player with good people skills
- Ability to work under pressure to meet tight deadlines with self-initiative and good time management
- Strong adaptability to a fast-paced environment
- Proficiency in Microsoft Office and 3D Sketch-Up preferable

Key Deliverables:

- Ensure smooth delivery and execution of art fairs and exhibitions
- Ensure smooth delivery of sold artworks to clients
- Ensure efficient access to sellable artworks

Prepared By	Kong Yi Ling
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Inputs By	Rita Targui
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