

STPI
Creative Workshop & Gallery

JOB DESCRIPTION

Job Title	Senior Executive (Registrar & Sales) – Contract Position
Department	Registrar & Sales
Reporting To	Senior Registrar; Manager (Registrar & Sales) & Gallery Director
Subordinate(s) (if applicable)	

Background

The Registrar's Department is a crucial backbone to the operations of the Gallery team, supporting all inventory, logistics and planning functions as well as maintaining records of movement, storage, exhibitions, and location of STPI's artworks at all times. Further to this, the Registrar's Department is also responsible for update and upkeep of the data within Filemaker to ensure all information is effective and accurate to support the Sales team.

Core Responsibilities:

Annual Artwork Inventory Check

- Commence and complete assessment and/or de-accessioning of quarantined artworks, with the assistance of Workshop team **by Q2 of FY21**
- Commence and complete the Annual Inventory Check for **both FY21 & FY22** , including:
 - 100% Physical Stocktake of all artworks in STPI
 - 100% Physical Stocktake of all artworks in Offsite Storage at Helu-Trans Singapore
 - Implementation of faster stocktaking practices, working with Senior Registrar and Workshop team where necessary
 - Stocktake Reports for each Annual Inventory Check **by Q3 of FY21 & FY22**

Filemaker:

- 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)
- Data cleansing of legacy artwork data issues, including duplicates and erred information **by Q4 of FY21**
- Input and update all artwork information including currency, framing specifications, framing costs, credit lines of sales **by Q2 of FY22**

Storage Refresh:

- To work within the Registrar Team to refresh the storage structure in STPI, including
 - Procuring new furniture
 - Re-arrangement of artwork storage
 such that the storage capacity is maximised within STPI, **by Q4 of FY22**

Certificates of Authenticity:

- Preparation and status tracking of Certificates of Authenticity for all completed artworks
- Transfer all data to Filemaker **by Q1 of FY22**

- Preparation and delivery of the Artwork After-Sales Kit, including Certificate of Authenticity and obtaining Credit Lines

Other Tasks:

- Preparation and updating of available Artwork Inventory Files, both physical and digital, on a monthly basis
- Maintenance and upkeep of artwork storage areas, gallery spaces and registrars' workspaces, including procuring supplies for daily tasks
- Work closely with Gallery and Workshop team to ensure efficient storage of artworks at all times
- 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

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