

Registrar

About the post

Reporting to the Director of Textile programme and the Curator, the Registrar will be responsible for managing and coordinating crating, packing, transportation, couriers, insurance, security and condition reports for international and domestic loan exhibitions as well as supporting the production of permanent collection exhibitions.

Main Duties

The Registrar will be expected to:

- Work closely with Curatorial team on developing collections and registration policies.
- In close coordination with lenders and couriers, shippers, and customs agents, arrange logistics for the safe and economical transport of objects and manage domestic/international transit and shipping, insurance coverage, exhibition contracts and/or exhibition loan agreements and contracts.
- Create and complete detailed condition reports with couriers and/or other curatorial staff.
- Plan detailed artifact installation and de-installation schedules, orchestrate teams of object handlers at host venues, and ensure proper object handling and movement.
- Supervise the receipt, unpacking, and condition verification of objects coming to CHAT and to host venues for exhibitions in accordance with CHAT policies.
- Support Creative Production and Operations team on exhibitions installations and object displays on planning and scheduling in accordance with the project timelines and budgets
- Maintain collections database and documentation (digital and paper files) as well as department archive.
- Work with the Administration and Finance team and Curatorial team to prepare exhibition and operating budgets.
- Participate in development of CHAT exhibition calendar and scheduling of all aspects of exhibition changeovers.
- Contribute to creation of traveling exhibition installation manuals, documents, and schedules.
- Perform any other ad hoc duties

You should be/ have:

- Bachelor's degree and at least 7 years working in museum registration or collections management, with specific experience in exhibition installation and artifact handling.
- Must be familiar with museum collection and conservation methods and procedures.
- Equipped standard business manners including writing and verbal communication skills.
- Strong interest in CHAT's programmes.
- Previous experience with exhibitions featuring international loans a plus in art or cultural institutions.
- Demonstrated organizational, planning and project management experience with exceptional attention to detail and communication skills.
- Cool-headed, creative problem-solver that thrives in a fast-paced, collaborative environment.
- Strong team player and willing to multi-task and coordinate pro-actively amongst various internal teams and external vendors.
- Strong interpersonal and communication skills
- Be able to work independently, take initiative and meet deadlines.
- Proficient in Cantonese, Putonghua and English as well as MS Word, Excel and PowerPoint.
- Able to work in flexible schedule including weekends and public holidays

TO APPLY FOR THIS POSITION

Qualified candidates should email their cover letter, CV, expected salary and names of 2 references with contact information to hr@mill6chat.org.

*The information provided will be kept confidential and used for recruitment purposes only. Applicants not contacted within **six weeks** may consider their applications unsuccessful.*