

Bockley Gallery

Job Opening: Gallery Registrar/Archivist

Full-time: M-F (occasional Saturdays) 40 hours/week

Compensation: Hourly \$18-20, based on experience

Contract, 6-month review period

Location: Bockley Gallery and off-site per project

JOB DESCRIPTION

Bockley Gallery is seeking a full-time Gallery Registrar to join our small team in early 2024 to manage information and archives of the gallery and the gallery's represented artists.

Bockley Gallery is a contemporary art venue and curatorial practice based in Minneapolis, Minnesota. Since its founding in 1984, the gallery has focused on artists living and working in Minnesota and the Great Lakes region, including a focus with Indigenous artists across North America/Turtle Island. The gallery offers an intimate experience through a calendar of on-site programming, while its collaboration with local, national and international partners expands the dialogue around what it celebrates as the most relevant ideas in art today.

RESPONSIBILITIES

- Primary Manager of Artist and Gallery Archive:
 - o On a daily basis, collect information and process CV, press, image and video files, exhibition histories, current events, etc
 - o Keep information current across various platforms including database and website
 - o Research / Use various outlets including social media, museum archives, backlog email correspondence, gallery records, etc, to research and request materials
 - o Digitization of physical materials
 - o File and database management
 - o Inventory projects
 - o Manage internal calendar of events

- Communications / Serve as Gallery contact point for:
 - o Image and credit distribution

- Assistant to Gallery Director and Gallery Manager:
 - o Loan processing
 - o Shipping coordination
 - o Storage needs and oversight

- Collaborative work
 - o Exhibition installation and de-installation
 - o Gallery upkeep

QUALIFICATIONS

- Knowledge of gallery and museum practices / modern and contemporary art
- Project management / ability to communicate long and short term goals
- Possess excellent time management and organizational skills
- Collaborative attitude
- Best practices for digitization
- Proficient in Photoshop, InDesign, WordPress, Google Drive, Dropbox, Text to Speech software, and ideally video editing software
- Experience with collection management software / willingness to learn Art Base
- Confidentiality
- Art handling experience
- BA or MA degree preferable (Art History, Museum Studies, Arts Administration, Library Science, or related field)
- BIPOC and 2SLGBTQAI+ candidates are strongly encouraged to apply

TO APPLY

Send the following to inquiry@bockleygallery.com by December 1:

- Single page cover letter
- CV / resume