

SLG

APPLICATION PACK FOR
Registrar & Producer
Closing date: Friday 4 April, 5pm



Supported using public funding by
**ARTS COUNCIL
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How To Apply

Please visit <https://www.southlondongallery.org/jobs/> to download an Applicant Details Form and Application Form.

When you have completed both forms, please email them to:
recruitment@southlondongallery.org

Please also complete the online equal opportunities monitoring form here:

<https://www.surveymonkey.com/r/NLC2ZZC>

The equal opportunities form is anonymous and separate to your application.

Please do not attach a CV, references or educational certificates to your application form. Applications in the form of CVs will not be considered.

The closing date for receipt of completed applications is **Friday 4 April, 5pm**. We regret that applications received after that time cannot be considered.

Interviews are scheduled for Thursday 17 April.

Equity, Diversity & Inclusion at the SLG

We particularly encourage and welcome applications from people from backgrounds which are underrepresented in museums and galleries, including people from low-income backgrounds, people from Black, Asian and ethnically diverse backgrounds and disabled people.

The SLG fosters varied perspectives and experiences, encouraging open conversations and active listening practices. We believe everybody is entitled to feel welcome and safe at the SLG, confident to express their authentic selves. We are committed to achieving diversity across our staff, board, programmes and audiences, to reflect society. Our imperative is to create a working environment that enables us to challenge structures and practices, to ensure that diversity is at the forefront of our organisation. We want to be fully inclusive and to proactively counter discrimination. All staff and board members have training and support to ensure we can achieve this.

After interviews, if it is necessary to select between candidates of equal merit, where known, we may select a candidate from a group that is underrepresented within our workforce.

If you have any queries regarding the process or the role please contact Craig Jones, HR & Administration Manager on 020 7703 6120 or at recruitment@southlondongallery.org

Thank you for your interest in the South London Gallery, we look forward to receiving your application.

About the South London Gallery

The South London Gallery (SLG) is a locally, nationally and internationally recognised centre for contemporary art with an acclaimed and award-winning education programme. Founded in 1891 as a purpose-built gallery, the original site has expanded to include the Clore Studio and a café (since 2010); an artist-designed garden (opened in 2016); the Fire Station (opened in 2018); and Art Block, a space for local children and families on Sceaux Gardens estate.

The gallery has a rigorous international programme, but still feels very local. It is very much about the area and the people that live around it.

Ryan Gander, Artist



The year-round exhibitions programme showcases the best in international contemporary art, complemented by an events programme for people of all ages and interests. The gallery's emphasis is on presenting new work by British and international artists, often by those who have rarely or never had a solo show in a London institution. Group shows bring together works by established and lesser-known British and international artists, whilst an ongoing residency programme provides opportunities for artists to develop new work and exhibit at the SLG.

Why work at the South London Gallery

Competitive salary with a yearly review

26 days annual leave plus bank holidays – increasing to 29 days after 5 years' service

Agile working policy – home working optional

Discounts at the SLG's bookshop and cafe

Access to discounts at a range of high street retailers and supermarkets

Access to free and discounted events including theatre, concerts, comedy and sporting events

Cycle to work scheme

6% pension contribution

Wellbeing support – Employee Assistance Programme & trained Mental Health First Aiders



Job Title:	Registrar & Producer
Duration:	1-year fixed term
Hours:	28 hours per week, 4 days per week
Salary:	£36,839 pro rata
Pension:	6% employer pension contribution
Holiday:	26 days pro rata plus bank holidays
Reports to:	Head of Programme

The appointment is subject to a satisfactory DBS check

Purpose of the Role:

This role will lead and manage an exhibition in collaboration with Museo Jumex which will be staged in two chapters at the SLG in 2025. The Registrar and Producer will be the SLG lead overseeing this exhibition in close dialogue with an external curator from Museo Jumex. The role leads on the logistical delivery of this exhibition. High levels of stakeholder management are also required.

The **Registrar and Producer** is line managed by the Head of Programme and works alongside the Director and Programme team.

Key Tasks and Responsibilities:

Registration, Production, Events

- Lead and manage the shipping and insurance for the Museo Jumex exhibition including negotiations on packing, crating, storage. Take responsibility for these arrangements being in line with the SLG insurance policy.
- Maintain up to date registrar industry knowledge on best practice as it relates to shipping and insurance.
- Prepare the list of works and ensure accuracy of key information including valuations.
- Issue loan agreements and scrutinise the terms of lender's loan agreements to ensure they are in line with the SLG's insurance policy.
- Liaise with the SLG insurers over any issues on the proposed loan or display of work that may contravene insurance cover.
- Take an active role in the reduction of carbon footprint as it relates to shipping, and packaging working closely with the Technical Manager and with the SLG Operations Manager. This includes regular tracking of carbon footprint data on shipping and production materials.
- Research and secure accurate shipping and insurance estimates.
- Ensure accuracy of all condition reports carried out by freelance technicians. Compile and send condition reports.

- Work on the installation and de-installation with the Technical Manager and Gallery Technician.
- Create risk assessments with the Technical Manager and Operations Manager.
- Support on all exhibition related production. Source equipment and materials, as required.
- Organise any framing or preparation of artwork for display, liaising with external contractors.
- With the Technical Manager, and all lenders, plan the exhibition installation and deinstallation including delivery of artwork and any storage.
- Provide registrar support to other exhibitions taking place in 2025 during this contract period.
- Deliver all public programme related to the Museo Jumex exhibition including liaising with artists, technicians, invited speakers and managing the public programme budget.

Administration

- Ensure registration and insurance paperwork for each exhibition are digitally archived.
- Book travel and accommodation for artists.
- Request, track and process all exhibition invoices updating budgets with spend.
- Ensure exhibition budgets are up to date, reforecasted and reconciled.
- Liaise with communication department on gallery interpretation.

General Responsibilities

- Be inclusive and anti-racist, and operate in accordance with the SLG's access and diversity, safeguarding, employment, health and safety, equal opportunities and other practices, policies and procedures;
- take responsibility for own administration, devise and implement appropriate processes and procedures to achieve agreed objectives;
- maintain a commitment to training and professional development;
- be an advocate and effective representative of the SLG at professional events as well as private views and previews and evening and weekend events;
- have the ability to work evenings and weekends when required, for which TOIL (time of in lieu) will be given;
- attend relevant staff meetings, reporting on relevant areas of work and disseminating information where required;
- act as a keyholder as appropriate and required;
- and undertaking other duties as may be reasonably required.

Person Specification

The Person Specification below is a guide for the kind of experience we would like you to have – we are looking for a candidate that meets the majority of the criteria, but you don't have to meet all the criteria to be considered.

Knowledge and Experience
Proven experience working in the capacity of registrar across diverse exhibitions
Proven Experience in production and arts administration
Proven experience managing multiple budgets
Experience of stakeholder management
An interest in contemporary art
Skills and Attributes
Keen attention to detail across all aspects of work
Ability to organise, plan and prioritise workloads effectively and the ability to meet deadlines under pressure
An ability to work on a variety of projects simultaneously
A demonstrable commitment to promoting and delivering diversity and inclusion across all aspects of the SLG
Advanced experience in Excel
Excellent interpersonal skills
Excellent teamworking skills and the ability to work independently
Desirable: Spanish speaking

Image credits:

1. Alvaro Barrington, exhibition installation view, 2021. Photo: Andy Stagg
2. The Fire Station, South London Gallery, 2018, Dan Weill
3. The Show Is Over, exhibition installation view, 2022. Photo: Andy Stagg
4. Art Block, 2018, Photo: Andy Stagg
5. South London Gallery Gala, 2024, Dan Weill
6. Who's On It, 2023, Photo: Lucien Ebongue
7. South London Gallery garden by Gabriel Orozco, 2016 (c) Gabriel Orozco. Photo: Andy Stagg