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## Job Description: REGISTRAR

### 1. Minimum Job Requirements:

- 1.1. Master's Degree in the Arts and/or Humanities
  - 1.2. Official Arbeitserlaubnis as independent contractor (selbstständige Freiberufler/in) in Aufenthaltserlaubnis, Einbürgerungsurkunde, Staatsangehörigkeitsausweis, or other official government document, plus additional documentation of independent contractor status and activity
  - 1.3. Permanent Berlin residency
  - 1.4. Three active job references with current contact information
  - 1.5. At least ten years of registrarial, art handling, research and archival experience
  - 1.6. Prior experience doing internet database searches of articles, periodicals, books and images
  - 1.7. Fluency in standard bibliographic footnoting and formal correspondence formats in English and German
  - 1.8. Fluency in written and spoken English and Hochdeutsch
  - 1.9. Strong organizational ability *and* detail orientation
  - 1.10. Strong diplomatic and interpersonal communication skills
  - 1.11. Strong sense of honesty, personal responsibility, and initiative
  - 1.12. Nerves of steel and an excellent sense of humor under pressure
- Please apply for this position only if you meet these qualifications.*

### 2. Communications Media Requirements: Familiarity with

- 2.1. Apple MacIntosh Laptop OSX.6 and higher
- 2.2. Mac-compatible color printer
- 2.3. Mac-compatible Microsoft Office 2004, 2011
- 2.4. Adobe Creative Suite CS2 (Photoshop & InDesign)
- 2.5. Mac-compatible Filemaker Pro 11
- 2.6. Familiarity with time-based media formats (PAL, NTSC, DVD, HD, CD, MP3, MP4, etc.)

### 3. Job Responsibilities:

- 3.1. Work with venues requesting exhibition loans, media rentals, artwork acquisitions and book distribution
- 3.2. Manage necessary documents and transaction procedures required for exhibition loans, media rentals, artwork acquisitions and book distribution, including all APRAFB contracts and invoices
- 3.3. Obtain export certificates for all artworks placed in collections outside the EU
- 3.4. Produce departure and arrival condition reports for artwork and media rental shipments
- 3.5. Supervise outgoing and incoming shipments of artwork, media rentals and books
- 3.6. Keep track of the current location and status of all artworks and APRAFB book publications
- 3.7. Manage disk duplication and replacement for venues renting time-based media
- 3.8. Arrange distribution of APRAFB print book publications with distributors
- 3.9. Help pull and prepare for viewing artworks, videos, soundworks or print publications as requested by Archive visitors
- 3.10. Help organize print and media libraries
- 3.11. Coordinate travel invitations and bookings; work with inviting venues and travel agents to arrange, monitor and follow up on travel for all invitations, both national and international, through to the return trip
- 3.12. Sort, screen, answer and file all related written correspondence and documents, both email and printed
- 3.13. Occasionally assist with the fabrication of art work as needed
- 3.14. Occasionally assist with the production of philosophy work as needed
- 3.15. Obtain reprint permissions for images, texts, music or film material

### 4. Remuneration:

4.1. *Hours:* The position of Registrar at APRA requires, under normal conditions, roughly 20 hours per week – sometimes more, sometimes less. During preparation for the MoMA retrospective to open in March 2018, these hours will be more than usually irregular, intermittent, and based on the demands and requirements of planning and implementing the exhibition. The number of hours per week will vary considerably, depending on these demands and requirements, and on the particular planning stage. These hours are usually flexible, but, during this period of time, subject to the timetable deadlines of the retrospective. They do not always require your presence on site. But you are always responsible for making sure your work is running smoothly and on time, and for giving adequate advance notice of any vacation plans or personal time away.

4.2. *Wage:* The position of Registrar is funded primarily by the sale of my artwork as it comes in. Its wage is pro-rated at €20,00 per hour including VAT.

4.3. *Optional Sales Commission:* I am an independent, i.e. I work with different dealers and galleries as needed. Should you choose, in consultation with me, to negotiate direct sales of my work to third parties during the process of working on APRA projects, you will receive a percentage commission of 5% on any such sale you conclude as an APRA Dealer of my work.