

Registrar and Archivist (80%)

Organisation: Studio Claudia Comte
Location: Basel and greater Baselland region
Country: Switzerland
Hiring Deadline: Immediately

Claudia Comte, a renowned Swiss artist represented globally, seeks a highly responsible, administratively ambitious and agile individual for a unique opportunity at Studio Claudia Comte.

Registrar (50%) - Job Summary:

As the Registrar, you will manage and oversee logistics, documentation and the safekeeping of artworks in the studio or gallery. This role requires meticulous attention to detail, excellent organisational skills and a keen understanding of art handling and conservation practices.

Key Responsibilities:

- Catalog and maintain detailed records of all artworks, including their condition, provenance, dimensions and any other relevant details.
- Safely handle, move and store artwork in the studio or gallery and during transportation.
- Coordinate exhibition logistics, including layout planning, artwork installation and de-installation.
- Conduct and maintain condition reports for all pieces, noting changes or necessary conservation efforts.
- Maintain an updated inventory of artworks, ensuring accurate tracking of locations and statuses.
- Manage and document loan agreements for artworks lent to or borrowed from institutions.
- Collaborate closely with artists, curators and staff to ensure proper care and display of artworks.

Archivist (30%) - Job Summary:

The Archivist will play a crucial role in managing, preserving and cataloging the artist's body of work and archival materials. This position requires a deep appreciation for art, excellent organisational skills and a background in archival sciences or a related field.

Key Responsibilities:

- Organise and maintain the artist's works, including physical and digital archives.
- Create detailed records of the artist's works, exhibitions, publications and related materials.
- Assist the artist and external researchers by providing access to the archive and facilitating research requests.
- Provide materials and information for exhibitions, publications or other projects showcasing the artist's work.
- Develop and potentially conduct tours, talks or presentations about the artist's work and archive.
- Develop and implement archive management policies and procedures in line with best practices.
- Implement preservation and conservation practices to safeguard artworks.

About the candidate:

- Proficiency in Dropbox and collection management software such as Artlogic.
- Knowledge of adobe Lightroom, Bridge, InDesign, and Photoshop (Premiere Pro / photography skills are a plus)
- Experience in current gallery administration standards
- Awareness of registrar and art shipping practices with basic art handling knowledge.
- Strong attention to detail, multitasking ability, and capability to track and follow through on tasks in a fast-paced environment.
- Ability to adhere to strict deadlines and work under pressure.
- Excellent communication and presentation skills (oral and written).
- Excellent verbal and written communication skills in English, including the ability to initiate correspondences independently and collaboratively.
- Fluent in English and German; French is a plus.
- Detail-oriented, accurate and precise.
- Interest in the contemporary art world.
- Holds a valid driver's license.

If you meet the profile requirements, please submit your application in English (CV and cover letter) to studio@claudiacomte.ch