

Minnesota Street Project

Position: Associate Registrar

Status: Full-time | Exempt | Salaried

Compensation Group: Entry-Level

Compensation Range: \$75,000 - \$80,000

Reports to: Head Registrar

Hours: Monday – Friday, 9am – 5pm (with availability for 8am starts and 6:30pm ends)

About Minnesota Street Project:

Located in San Francisco's historic Dogpatch district, the Minnesota Street Project offers economically sustainable spaces for art galleries, artists and related nonprofits. Inhabiting multiple warehouses, the Project seeks to retain and strengthen San Francisco's contemporary art community in the short term, while developing an internationally recognized arts destination in the long term.

Founded by entrepreneurs and collectors Deborah and Andy Rappaport, the Project was inspired by the couple's belief that philanthropic support for the arts today requires an alternate model—one suited to the innovative nature of Silicon Valley and the region as a whole. Their vision of a dynamic, self-sustaining enterprise that shares its economic success with arts businesses and professionals aims to encourage heightened support for the arts from newcomer and established patrons alike.

The Minnesota Street Project values a community where everyone can participate in arts and culture and strives to cultivate equity in all of its programs. We value a diverse workforce built upon inclusion, equity, and cultural humility and are proud to be an equal opportunity workplace. We believe that the arts have the power to change hearts and minds, and to inspire social change. We also believe that arts and culture are key elements in creating desirable places to live, learn, work, and visit.

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Job Summary

Minnesota Street Project is currently seeking a full-time Associate Registrar. The Associate Registrar will exhibit a friendly and approachable demeanor with all Minnesota Street Project clients, staff, and vendors, acting as a positive ambassador for the Art Services department, as well as the overall Project. This person must value teamwork, collaboration, and community. This person will demonstrate an understanding of Diversity, Equity, Inclusion, and Access in the arts and in our daily lives and has cultural flexibility/agility and a commitment to fostering a respectful and inclusive work environment.

Essential Responsibilities:

- Exhibits a friendly and approachable demeanor with all Minnesota Street Project clients, staff, and vendors, acting as a positive ambassador for Art Services, as well as the overall Project; maintains excellent relationships with clientele, including collectors, galleries, institutions, consultants, and other arts professionals, ensuring industry-leading client satisfaction; ensures strong communication is facilitated and deadlines are continually met.
- Assists the Registration department with inventorying, tracking and updating of all client database records within our proprietary database and maintains all registration procedures and protocols to meet billing deadlines.
 - Directly and proactively suggests additional action (packing/handling recommendations) to safeguard artworks in storage/transit.
 - Contributes to our monthly invoicing process for assigned clients; ensures accurate storage volumes and links artwork movement scans records associated jobs.
- Creates templates for and conducts condition reports for incoming and out-going artworks.
- Works cross departmentally to answer artwork inquiries for works in storage and generates artwork lists for releases and packing work orders.
- Reviews incoming paperwork daily to identify collections to register to meet billing deadlines. Establishes order and priority for registering incoming collections with the registration team weekly.
- Works with Head Registrar & Senior Registrars to complete large in-house projects (registration based, condition reports/checks/or billable oversight on large moves).
- Assists in various jobs/projects across our storage campus and in field that require registration specialization as needed. Ex. Emergency Preparedness Visits, Large in-house/field condition report jobs.
- Ensures strong attention to detail and clear communication and deadlines are continually met.
- Attends All-Staff, Collection Care Department, and handler meetings as needed.
- Performs other duties as required.

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Required Skills, Abilities, and Experience:

- Minimum 2 years' experience working in museum/gallery/art logistics.
- Ability to quickly identify and resolve problems, effectively prioritize, and manage time efficiently, ensuring projects stay on schedule; self-starter with an ability to shift between tasks and take direction.
- Customer-service minded; past experience in a client facing role preferred.
- Demonstrated concern for detail, accuracy, and precise execution of work; excellent communication skills, both verbally and written.
- Proficient with Mac operating systems and software, iPad Tablets, including Adobe and Microsoft Suites; database software experience required.
- Professional commitment and adaptability; willingness to safely shift directions for the need of the artwork or client, in a moment's notice.
- Ability to safely lift 50+ lbs individually and 75+lbs as a team.
- Work well independently and as a team; gracefully shift between in-house, client, and office settings, whilst communicating along the way.

To Apply:

Please submit a resume with the subject line "Associate Registrar – Last Name" to jobs@minnesotastreetproject.com. No calls, please. We will respond only to applicants we intend to interview. Thank you for your interest in Minnesota Street Project.

Benefits:

Minnesota Street Project offers a competitive benefits package that includes Medical, Dental, Vision, LTD, AD&D, Vacation and Sick Time Off, Parental Leave, Retirement Savings 401-k Plan, and Pre-Taxed Commuter and Childcare Benefits.

Equal Opportunity Employer:

Minnesota Street Project provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.