

THE PERIMETER

Job description – Registrar

Summary

We are looking for a part-time registrar to support with the management of a private contemporary art collection. This individual would be responsible for ensuring that artworks and exhibitions are properly documented, handled, transported and cared for according to professional standards. This role requires working closely with and supporting the Director of The Perimeter.

About the role

The objective of the role is to manage and assist with all aspects of registrar duties for a private collection, and support with the logistical arrangements and shipping for The Perimeter's exhibitions. The primary focus will be to oversee and manage a private collection year-round and provide logistical support as needed for The Perimeter's exhibitions and programmes team.

This role will be based at The Perimeter in Bloomsbury 3 days per week Monday-Wednesday. Working will be on-site, with occasional remote options available.

About The Perimeter

The Perimeter is a non-profit exhibition space for contemporary art in London, founded by Alexander V. Petalas. The exhibition programme is defined by The Perimeter's objective to elevate British and international contemporary artists at pivotal moments in their careers.

Since opening in 2018, The Perimeter has staged solo exhibitions dedicated to Carmen Herrera, Sarah Lucas, Ron Nagle, Anj Smith, Anna Uddenberg and Joseph Yaeger, among others. Group exhibitions, often in partnership with external curators and institutions, have highlighted the work of artists including Phyllida Barlow, Anthea Hamilton, Rachel Jones, Helen Marten, Walter Price, Wolfgang Tillmans, Salman Toor and current Turner Prize 2025 nominees Rene Matić and Mohammed Sami.

To support the creation of new work and ambitious exhibitions, The Perimeter frequently collaborates with international institutional partners to co-produce exhibitions and catalogues and realise new artwork commissions.

THE PERIMETER

Essential criteria

- Experience of working as a registrar in a museum, gallery or fine arts shipping organisation
- Experience of working in the coordination of shipping artworks, preparing loan agreements, overseeing and managing insurance policies, and project coordination, such as handling transport schedules and liaising with galleries and institutions
- Experience with condition reporting and handling artworks at a museum standard
- Experience with collection management systems and artwork databases (Artlogic)
- Experience with import and export regulations relating to the movement of artworks
- Excellent and demonstrable IT skills, in particular with Microsoft Excel
- Familiar with the operation of the Government Indemnity Scheme
- Strong attention to detail
- Positive, solution-oriented attitude
- Excellent organisational skills, time management and ability to prioritise tasks and communicate with a small team

Responsibilities

- Managing the coordination and shipment of artworks for a private collection
- Liaising between fine art shippers, galleries, and the collection to manage the shipment, transport, and purchase of artworks. Obtaining estimates and overseeing deliveries
- Liaising with the collection's fine art storage, and managing the ongoing relationship and care of the collection both on and offsite
- Updating and archiving a master list of the entire collection on Artlogic and Microsoft Excel. This includes managing a spreadsheet and overseeing artwork locations, values, insurance and loan agreements
- Managing the collection management system, updating transport information, loan locations and related information
- Preparing all necessary documentation for shipments, exhibitions, condition reporting, and loan agreements
- Liaising with institutions and galleries to arrange the collection and return of temporary exhibition loans (for both the private collection lending works, and The Perimeter's exhibition programme for borrowing works). Confirming and overseeing this process from start to finish with colleagues to ensure that the appropriate insurance arrangements are in place
- Updating the insurers quarterly on new acquisitions, renewing the yearly insurance policy and organising temporary insurance coverage for exhibitions held as part of The Perimeter's programme

THE PERIMETER

Reports to: Director

Contract: Part-time, permanent

Days: 3 days per week, 10am-6pm

Location: The Perimeter (on-site), remote options available

Benefits

- Holiday entitlement of 23 days' paid holiday plus bank holidays and a closure period between Christmas and New Year (pro-rata)
- Invitations to Private Views and relevant art events
- Salary: £40,000- £45,000 dependent on experience (pro-rata)

Application period

- Opens **Monday 27 October - Sunday 30 November 2025** (applications close at midnight).
- Interviews will be conducted in early December, with a start date in early January 2026.

Please email a completed application pack or new PDF document to jobs@theperimeter.co.uk including a subject line of 'Registrar Application'

THE PERIMETER

Application Form – Registrar

Personal Details

Name:

Email:

Phone:

*Do you currently have the Right to Work in the UK? (Y/N)

Employment History

Please provide details of your employment history, starting with your most recent employment.

*You must provide a minimum of 1 response, and a maximum of 7.

Job Title:

Company:

Location:

Description:

Employment Dates:

Start (DD/MM/YY):

End (DD/MM/YY):

Currently working in this role? (Y/N)

THE PERIMETER

Please provide details of your employment history, starting with your most recent employment.

***You must provide a minimum of 1 response, and a maximum of 7.**

Job Title:

Company:

Location:

Description:

Employment Dates:

Start (DD/MM/YY):

End (DD/MM/YY):

Currently working in this role? (Y/N)

THE PERIMETER

Please provide details of your employment history, starting with your most recent employment.

***You must provide a minimum of 1 response, and a maximum of 7.**

Job Title:

Company:

Location:

Description:

Employment Dates:

Start (DD/MM/YY):

End (DD/MM/YY):

Currently working in this role? (Y/N)

THE PERIMETER

Please provide details of your employment history, starting with your most recent employment.

***You must provide a minimum of 1 response, and a maximum of 7.**

Job Title:

Company:

Location:

Description:

Employment Dates:

Start (DD/MM/YY):

End (DD/MM/YY):

Currently working in this role? (Y/N)

THE PERIMETER

Please provide details of your employment history, starting with your most recent employment.

***You must provide a minimum of 1 response, and a maximum of 7.**

Job Title:

Company:

Location:

Description:

Employment Dates:

Start (DD/MM/YY):

End (DD/MM/YY):

Currently working in this role? (Y/N)

THE PERIMETER

Please provide details of your employment history, starting with your most recent employment.

***You must provide a minimum of 1 response, and a maximum of 7.**

Job Title:

Company:

Location:

Description:

Employment Dates:

Start (DD/MM/YY):

End (DD/MM/YY):

Currently working in this role? (Y/N)

THE PERIMETER

Please provide details of your employment history, starting with your most recent employment.

***You must provide a minimum of 1 response, and a maximum of 7.**

Job Title:

Company:

Location:

Description:

Employment Dates:

Start (DD/MM/YY):

End (DD/MM/YY):

Currently working in this role? (Y/N)

THE PERIMETER

Please outline in no more than 500 words how your skills & experience match the requirements listed within the job listing. How would you be a good fit for the role?

You can evidence these against the Responsibilities and Essential Criteria section listed in the job listing, along with any others you feel are appropriate for this role.