

Registrar & Art Logistics Manager (Senior)

Full-time · Permanent position

Studio Julian Charrière is seeking an experienced and highly reliable Registrar & Art Logistics Manager to take overall responsibility for the coordination, organisation, and execution of all registration and art logistics activities across the studio's projects and exhibitions.

This is a senior role with a strong focus on ownership, coordination, and decision-making. Working closely with an existing registrar/logistics role, the position combines strategic oversight with deep hands-on expertise. We are looking for someone who leads from experience: a professional who can confidently coordinate and prioritise complex workflows, set standards, manage risk, and step in operationally whenever required.

Key Responsibilities

Overall coordination & responsibility

- Take overall responsibility for registration and art logistics processes across all studio projects and exhibitions
- Coordinate, prioritise, and oversee registrar and logistics activities in close collaboration with the existing team
- Act as the main point of contact for complex or high-risk loans, shipments, installations, and returns

Art logistics & handling

- Oversee the safe handling, transportation, storage, and installation of artworks in national and international contexts
- Coordinate international shipments, including all required documentation (packing lists, pro-forma invoices, customs and insurance papers)
- Ensure compliance with legal, customs, and international transport regulations for all shipments and loans
- Supervise and, when necessary, carry out deliveries, returns, unpacking, and installations
- Inspect artworks and produce detailed condition reports with photographic and/or video documentation

Documentation, standards & systems

- Review and manage loan agreements, consignments, and insurance documentation
- Maintain full data integrity of the studio's artwork inventory and archive using Artbutler and the studio server
- Develop, implement, and continuously improve logistics standards, protocols, and documentation workflows
- Create installation and maintenance manuals and support partners with installation planning

Budgeting, risk & quality

- Plan, monitor, and control budgets related to art logistics, transport, storage, and insurance
- Develop and oversee risk management and contingency plans to safeguard artworks in case of damage, loss, or unforeseen events
- Ensure quality control of packing, handling, and transport solutions in collaboration with external partners

Coordination & communication

- Liaise closely with museums, institutions, galleries, collectors, shippers, insurers, and customs agents
- Coordinate internally with production, project management, and studio management to ensure smooth timelines and risk mitigation
- Identify potential issues early and take responsibility for proposing and implementing solutions

Profile

- Extensive professional experience in registrar, art logistics, or gallery/museum operations in an international context
- Proven ability to take ownership of complex logistics processes and coordinate teams and external partners
- Deep hands-on knowledge of art handling, packing standards, transport, and basic conservation practices
- High level of experience with artwork database systems such as Artbutler or Artlogic
- Fluency in German and English (written and spoken)
- Strong organisational skills, with the ability to balance long-term planning and short-term problem-solving
- Confident, calm, and structured working style, particularly under time pressure
- Able to lead through experience: comfortable coordinating others while remaining fully capable of executing tasks independently when needed
- Technically confident, quick to adapt to new systems and workflows
- A valid driver's license is a strong advantage

Application

If you are motivated to take on a senior role with significant responsibility at the intersection of art handling, logistics, and coordination within an internationally active artist studio, we look forward to receiving your application.

Please send your CV and a short motivation letter with the subject line “Registrar & Art Logistics Manager (Senior) – Application” exclusively via email to:

jobs@julian-charriere.net

Studio Julian Charrière

About Julian Charrière

Julian Charrière (*1987) is a French-Swiss artist based in Berlin. His work engages with the cultural and ecological layers embedded in natural landscapes. Merging geological and human time scales, he makes visible the slow and often invisible forces that shape both physical terrains and historical narratives.

Charrière's interdisciplinary practice encompasses film, sculpture, photography, and installation. His immersive projects are often rooted in field research conducted in symbolically and ecologically charged locations—such as glaciers, volcanoes, nuclear test sites, or deep-sea ecosystems. In these direct encounters with fragile environments, he explores how human actions inscribe themselves into the fabric of the Earth, subtly altering its surfaces, atmospheres, and possible futures.

By fusing scientific observation with speculative poetics, Charrière approaches landscapes as physical processes, sites of collective memory, and carriers of cultural imagination. Rather than illustrating ecological crises directly, he creates spaces where wonder and discomfort coexist—inviting audiences to experience the contradictions and tensions of our present moment. His work questions the colonial and extractivist legacies embedded in exploration, landscape representation, and the technologies of seeing. Charrière studied at Berlin University of the Arts (UdK) and was a participant at the Institut für Raumexperimente led by Olafur Eliasson. His works have been exhibited by numerous international institutions and biennials. In 2024, he became the first recipient of the Eric and Wendy Schmidt Award for Environment and Art, presented by The Museum of Contemporary Art (MOCA), Los Angeles.

About the Studio

Located on the historic site of the former Malzfabrik in Berlin's Tempelhof-Schöneberg district, the studio is home to an international, interdisciplinary team of professionals who work together to realize Julian Charrière's artworks and exhibitions.

Operating in a dynamic and fast-paced environment, we bring together a wide range of competencies—from exhibition design and architectural planning to experimental development and art production (both in-house and with external partners), as well as research, archiving, communication, publications, logistics, and installations worldwide.

Our studio culture is defined by open collaboration, mutual support, and a clear commitment to inclusion, diversity, and transparency. Every day, the team gathers for a freshly cooked communal lunch—a moment of connection and dialogue within our vibrant work environment.

With a strong network of freelance collaborators and external specialists, the studio is a place for creative exchange and idea development—shaped by a collaborative spirit and a shared drive to push artistic boundaries.