

Registrar - Dunedin

Full-time | Art Gallery Operations | Contemporary Art

Milford

GALLERIES

Milford Galleries is a leading contemporary art dealer with galleries in both Dunedin and Queenstown. Representing many of Aotearoa's major artists, we work with public institutions, collectors and clients throughout New Zealand and internationally.

We are currently seeking an experienced **Registrar** to join our **Dunedin based** team. This is a permanent, full-time position (40 hours per week).

About the Role

This role sits at the heart of our operations, supporting the smooth day-to-day running of our Dunedin and Queenstown galleries. It is a collaborative position involving regular liaison with artists, collectors, public institutions, and gallery staff. Key responsibilities include cataloguing and condition reporting of new artworks, management of our artwork database, coordination and documentation of artwork loans, and providing support across exhibition and sales activities.

This position is best suited to someone with a genuine interest in contemporary New Zealand art, who enjoys working across multiple projects simultaneously and takes pride in meticulous organisation.

What You'll Bring to the Role

We're looking for someone with experience in a gallery, museum, or similar arts administration role, excellent communication skills, and the ability to work well both independently and as part of a close-knit team. You'll bring a proactive mindset, a calm, professional approach to busy days and confidently navigate a variety of priorities and challenges to ensure the seamless delivery of gallery operations.

The ideal candidate will have:

- **Experience or qualifications** in collections management, registration, or gallery/museum administration
- **Well-developed knowledge and awareness of NZ art history** and contemporary art practice
- **Strong interpersonal and written communication skills**
- **Proven project management and organisational skills**
- **High level of computer literacy** including database and Microsoft suite software
- **Physical fitness** and confidence with manual handling of artworks
- **Initiative, enthusiasm**, and a professional, can-do attitude

Bonus skills (not essential, but highly valued):

- **Graphic design skills** (Adobe Creative Suite)
- **Art technician experience** (installation, crating, handling)
- **A full, clean driver's licence**

Why Work with Us?

Milford Galleries offers a collaborative and welcoming environment. This is a unique opportunity to contribute to a respected and forward-thinking arts organisation, working closely with leading New Zealand artists and an engaged, professional team.

If you're a highly organised arts administrator who enjoys "wearing many hats", we'd love to hear from you.

How to Apply

Applications will be reviewed as they are received so we encourage you to **apply early**. Your **cover letter and CV** should outline your experience, tell us what excites you about the role and why you'd be a great fit. Email to Jacqui Tohill, info@milfordgalleries.co.nz.