

**Job description**

Registrar + Exhibit Preparator Coordinator

**Job Summary**: Administers both the permanent collection and object loans for temporary exhibitions and performs/oversees all associated activities (packing, transit, insurance, customs, loan agreements, object storage, handling, condition reporting, computerized tracking, and dispersal) in accordance with professional museum standards. Participates in planning exhibition schedule and is in charge of gallery preparation and exhibit installation. Monitors the museum’s fine arts insurance needs and policy with the Director of Finance. Reports to the Director of Communications and Programs.

**Duties & Responsibilities:**

**Information management: manual and computerized**

* Creates/compiles and maintains legal documents, histories of use, and physical histories of permanent collections objects and/or individual loans including permanent collections catalog and files Loan, conservation, condition, publication records, Exhibition, Insurance, and location records
* Updates the artifact inventory
* Dissemination of information as needed to other departments

**Collections Management**

* Facilitates care and control of collections on site
* Initiates, developments and, upon adoption by museum governance, implements collection policies
* Oversees object movement, internal and external
* Oversees packing and shipping
* Acts as courier or designates courier
* Implements security procedures/works closely with the Facilities Manager
* Contracts for outside services as needed;
	+ Conservation, rigging, packing, crating, shipping, photography, insurance
* Updates and distributes Museum Standard Facility Reports
	+ Keeps records of temperature and relative humidity within the facility

**Exhibitions**

Borrowed and Traveling exhibitions

* Negotiates/Reviews loan contracts
* Schedules and supervises packing, shipping, condition reporting and object movement
* Provides courier service as needed

**Administrative Responsibilities**

Administers department;

* Prepares and implements budgets, in whole or in part: Departmental, Exhibitions, Storage and other special projects
* Purchases office and collections management equipment and supplies

**Building Responsibilities**

The following areas are under the supervision of this position. The staff member in this position must oversee and facilitate the daily upkeep and orderliness of these areas.

* Art Preparation Room/Office
* Collections Storage
* Art Receiving/Loading Bay Area
* All Permanent Collections Exhibition Areas
* Changing Galleries

**Preparator Responsibilities**

* Packs and unpacks art objects, keeps adequate related supplies on hand;
* Instructs other employees on proper handling and preparation techniques;
* Builds containers or contracts for outside assembly of such
* Prepares art via matting, mounting, framing, and making minor repairs; if no framing experience works with the local frame shops to frame artwork or fix a frame
* Works with director and curator in planning and designing installations. Prepares scale drawings and models;
* Installs exhibitions in the galleries;
* Installs labels and didactic wall copy;
* Supervises maintenance staff in painting of gallery walls
* Supervises the moving of all heavy items including crates, partitions, large exhibition props, tables, etc., provides for the storage of same;

**Minimum Qualifications:**

* + Bachelor’s Degree in Marketing, Public Relations or related field
	+ 2-3 Years’ of relevant museum experience
	+ Strongly prefer applicants with knowledge of professional museum standards and experience in museum procedures, including registration procedures and methods of handling, packing, and shipping art and artifacts
	+ Professional experience working independently and effectively with others, managing deadlines, budgets, clients and vendors.
	+ Ability to efficiently handle multiple, simultaneous, and complex tasks and projects
	+ Proficient in Microsoft office platforms including data base development
	+ Excellent verbal and written communication and time management skills, including abilities in proof reading, editing and copy writing with a keen eye for visual details and developments
	+ Ability to be proactive, work as a team and interact with staff at all levels
	+ Ability to work in a fast-paced environment
	+ High level of professionalism and confidentiality
	+ Must have availability to work occasional night and weekend events

Qualified candidates should send a cover letter and resume to careers@msarts.org