

HECKSCHER MUSEUM OF ART

Job Description

Title: Registrar

Reports to: Chief Executive Officer

Position Concept: This is a department head position with the responsibility for the oversight of activities related to the care and management of the Museum's permanent and loan collections of art. The Registrar will be responsible for understanding and applying Best Practices as espoused by the American Alliance of Museums with regard to collections care, risk management, incoming/outgoing loans, accessions/deaccessions, storage, packing, security of artwork in transit and fine art insurance. The Registrar works closely with the curatorial department. The Registrar reports directly to the Museum Executive Director.

Principal Responsibilities:

A) Collection:

- Create all written legal documentation for works accessioned into the Collection.
- Oversee the examination of and written condition reports for works coming into the Collection.
- Oversee the cataloguing of data on new acquisitions and updates on other works in the Collection, manually and electronically into database files for the Collection.
- Assure the entry of information into the database about the history, provenance and exhibition history of works coming into the Collection.
- Conduct periodic inventories of the works in the Collection to assure proper tracking of location and access.
- Locate and retrieve works from both in-house and off-site storage for curatorial examination for exhibition planning and installation.
- Assure the maintenance and dusting of the works in the Collection.
- Examine works of art for signs of deterioration and for conservation purposes.
- Examine frames for deterioration and conservation purposes.
- Assure the tracking of loan requests and loan fees (at current industry rates) due from other institutions requesting use of works in the Collection.
- Track incoming and outgoing loans from the Collection.
- Track Rights and Reproduction requests.
- Provide for Packing, Crating and Art Transport, and/or Storage of art objects and crates for incoming and outgoing Collection works.
- Coordinate with curatorial department to arrange for and provide oversight of preparators for the installation and de-installation of Collection exhibitions.
- Prepare the Registrar's annual operating budget for collections.
- Work in cooperation with the Director of Finance to secure and maintain insurance coverage for works in the Collection.
- Provide leadership in the entry of data into the collection software system.
- Ensure ongoing updating of collection database.

B) Photographic Documentation:

- Maintain a photographic/digital library of images for works in the Collection.
- Arrange with outside photographers for the photographing of works in the Collection.
- Act as liaison with other departments and PR consultants, requiring access to the photographic library.
- Assure the tracking of Rights and Reproduction requests for image use.
- Assure the tracking of fees for loans and image use of Collection items by other institutions.
- Prepare the Registrar's annual operating budget for photography.
- Link digitized images of works in the collection to their database entries.

C) Incoming and Outgoing Loans and Exhibitions:

- Prepare loan request paperwork for loan exhibitions.
- Provide for the preparation of condition reports on incoming and outgoing works on loan.
- Assist in the unpacking and packing of works on loan.
- Assure the tracking of Rights and Reproduction requests for the Heckscher as they pertain to incoming loans.
- Obtain insurance coverage for incoming loans.
- Arrange for the Packing, Crating and Art Transport, and/or Storage of art objects and crates for incoming and outgoing loaned exhibitions.
- Coordinate with curatorial department to arrange for and provide oversight of preparators for the installation and de-installation of loaned exhibitions.
- Prepare the Registrar's annual operating budget for exhibitions.
- Mat and frame into stock frames works on paper from the collection that are scheduled for exhibition.

D) Collection Database:

- Serve as database administrator.

E) Art Storage Facility and General Administration:

- Primary contact with the landlord regarding facility tasks. Snow removal, trash, storm preparation, fire safety, etc.
- Primary contact with other vendors. Art storage alarm and surveillance, Police Dept. if alarm goes off, HVAC, art transportation, etc.
- Purchase Order processing. Dealing with vendors for goods and services, approving invoices, submitting PO's to the Finance Department in a timely manner.

Qualifications:

- Bachelor of Arts, M.A. preferred, with a specialty in museum studies or equivalent work experience.
- Minimum of 3 years registration experience within a museum setting.
- Must have experience with all aspects of permanent collections stewardship and loans and exhibitions, including contracts, budgets, insurance, transportation, materials handling, packing, condition reports, storage maintenance, and security procedures.
- Must have an excellent knowledge of Best Practices in accordance with the dictates of the American Alliance of Museums, including current museum techniques, practices and standards related to exhibitions, registration methods and collection records.
- Needs strong written and verbal communication skills.
- Familiarity with and ability to use collection information management databases; experience with Argus is a plus.
- Must exhibit exceptional organizational skills, attention to detail, strong sense of responsibility, and be able to handle multiple projects simultaneously.
- Ability to work well with staff, volunteers, collectors, artists and vendors.

Other Requirements:

- This position may require occasional weekday evening and weekend hours as needed to accommodate the art installation schedule.
- Will be required to travel regularly to and from an off-site art storage facility; driver's license and personal vehicle are essential.
- Knowledge of art installation techniques is preferred.

Compensation:

- Annual salary range, \$50,000 to \$65,000, commensurate with education, skills and experience.
- Excellent benefits package.

Please submit your resume and cover letter to Executive Director & CEO, Michael Schantz at info@heckscher.org. No phone calls, please.