

## **Job Opportunity:**

### **Collections Registrar & Exhibitions Coordinator, Washington County Museum of Fine Arts (WCMFA)**

The Collections Registrar & Exhibitions Coordinator is responsible for the overall professional care and stewardship of over 6,500 fine arts objects, and the logistical coordination of museum installations and temporary exhibitions. Reporting to the Agnita M. Stine Schreiber Curator, the Collections Registrar & Exhibitions Coordinator also oversees the museum's collection database and records as well as the movement of museum objects. The Collections Registrar & Exhibitions Coordinator ensures compliance with WCMFA policies and American Alliance of Museum (AAM) guidelines/practices and plays a central role in the accessioning and deaccessioning process. In addition, this employee also provides oversight of outgoing and incoming loans, attends weekly staff meetings and applicable board committee meetings, and is a participant in institutional planning. The individual in this position also is responsible for coordinating two annual juried exhibitions.

The Collections Registrar & Exhibitions Coordinator must have strong knowledge of fine arts museum registration methods, principles, and practices, including cataloging, documentation, processing acquisitions, proficiency with collections management databases, and the coordination of loans. The individual serving in this position should have experience with exhibition coordination, including art handling, installation, shipping, fine arts insurance, and related logistics. The position is approximately 75% collections management, and 25% hands-on installation and exhibition work.

WCMFA, founded in 1931, is celebrating its 90<sup>th</sup> year as a premier regional fine art museum. Accredited by the American Alliance of Museums, and with a collection of more than 6,500 objects, WCMFA is the only fine art museum within a 65 mile radius. Free to the public, WCMFA has an ambitious schedule of temporary exhibitions, classes, lectures, concerts, and online interpretive programs. The permanent collection has strengths in American art, Old Masters, and art of world cultures. A beloved community resource, located in beautiful City Park in Hagerstown, Maryland, WCMFA has served four generations of local residents, and is considered one of the best small museums in America.

WCMFA is an equal opportunity employer. The Museum is committed to workplace diversity and to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

#### **Requirements:**

- Bachelor's degree in art history, museum studies, or related field.
- 3 to 5 years museum experience in collections and exhibitions.

- Professional knowledge of registration principles and techniques, including registration documentation, accession and loan records, standard principles and practices, storage, copyright considerations and other official documents related to museum registration.
- Understanding of conservation and environmental standards for museums.
- Familiarity with ethical principles and legal procedures governing museum registration of permanent collections.
- Excellent organizational skills with attention to detail. Good problem solving skills.
- Experience obtaining estimates and budgeting
- Knowledge of proper art handling practices for a variety of fine arts objects.
- Proficiency with collections management databases (Past Perfect preferred) and Microsoft Office; Adobe InDesign and PhotoShop are desirable.
- Strong written and oral communication skills.
- Knowledge of good design/sound aesthetic judgment.
- Able to work independently, yet may, at times during installations, be in a supervisory role
- Familiarity with professional organizations such as AAM, PACCIN, ARCS, etc.
- Deadline oriented and able to handle a variety of responsibilities under pressure; ability to effectively work on multiple projects simultaneously.
- Preparator skills such as matting, framing, basic graphic design, lighting, and audio-visual competency desirable, but not required.
- Clearance of a criminal background check and drug test.

**Working conditions and physical requirements:**

Position involves two distinct working environments. The typical office environment requires sitting, walking, bending, reaching, climbing stairs, and positioning items up to 25 lbs. The gallery environment requires lifting and positioning objects up to 25 lbs., climbing ladders, carefully moving objects using carts, painting pedestals, patching walls, and assisting with packing and unpacking shipments of art objects.

*To Apply: Interested applicants should submit a cover letter and resume to [info@wcmfa.org](mailto:info@wcmfa.org).*

*Application deadline: October 29. Please put "Collections Registrar & Exhibitions Coordinator" in the subject line.*

## Job Description

The Collections Registrar & Exhibitions Coordinator is responsible for the overall professional care and stewardship of over 6,500 fine arts objects. The Registrar & Exhibitions Coordinator oversees the museum's collection database and records, the movement of museum objects, and assists with installation and de-installation of exhibitions and collections. The Collections Registrar & Exhibitions Coordinator ensures compliance with WCMFA policies and AAM guidelines/practices and plays a central role in the accessioning and deaccessioning process. In addition, this employee also provides oversight of outgoing and incoming loans, attends weekly staff meetings and applicable board committee meetings, and is a participant in institutional planning. The individual in this position also is responsible for coordinating two annual juried exhibitions. This position reports to the Agnita M. Stine Schreiber Curator.

### ESSENTIAL JOB FUNCTIONS:

- Responsible for the overall care of the collection, including proper handling, storage, and display of all objects in the collection and loans.
- Creates and maintains object and archival collection records including acquisition, accession, provenance, condition, location, and other records.
- Oversee image and reproduction requests for collections objects.
- Registers and assigns accession and catalog numbers to all objects in collection, according to established registration system and methods.
- Prepares agendas, minutes, and other documentation for Collections Committee meetings.
- Attends Exhibition Planning Meetings and participates.
- Manages the Museum's PastPerfect collections management database including inputting and updating collection catalogue records and photographing, or coordinating photography of, all collections objects.
- Assists with collections inventories and relocation of objects in storage.
- Assists in the routine care and maintenance of object storage areas and ensures the security of collections in permanent storage.
- Applies and/or assists for collections stewardship grants.
- Oversees the logistics and installation of juried *Cumberland Valley Artists & Photographers Exhibitions*.
- Designs and produces, or coordinates design and production of, object labels and text panels.
- Manages incoming and outgoing loans and related fine arts insurance matters.
- Examines the condition of objects and creates condition reports for objects under temporary custody of the Museum.
- Coordinates the preparation, installation and de-installation of exhibitions as required.
- Coordinates all fine art shipping arrangements and assists with unpacking/packing of objects.
- Maintain museum collections and exhibitions related policies.

- Assist in planning and managing the implementation of all exhibitions, including, collaborating on exhibition layouts; determining exhibition hardware and case needs; preparing exhibition graphics as well as signage, text panels, and labels.
- Trains and supervises interns/volunteers in collections, including cataloging, object handling, and data entry.
- Performs other duties as assigned.