**Job title:** Registrar

**Organization**: The Center for Art in Wood

141 N. 3rd St.

Philadelphia PA 19106

[www.CenterForArtinWood.org](http://www.CenterForArtinWood.org)

**Contact**: hr@CenterForArtinWood.org, attention Humareso

**Schedule**: Full-time, salaried position

**Salary**: $45,000 (DOE)

**Start date**: Mid-October 2022

*The Center for Art in Wood interprets, nurtures, and champions creative engagement and expansion of art, craft, and design in wood. The museum offers changing exhibitions, a permanent collection of over 1,200 objects, a research library, public programs, and annually hosts a prestigious artist residency program endowed by the Windgate Foundation.*

**The Registrar is responsible for the stewardship of all art objects in the museum, whether on view, in storage, or on loan.**

**Primary Responsibilities**

* Research collection objects, manage research queries, and supervise rights and permissions requests. Catalogue acquisitions; manage bequests, purchases, loans, and other collection duties. Correspond with artists, collectors, gallerists, and other museum professionals regarding provenance, material information, display restrictions, etc.
* Create, update, and make accessible records for the permanent collection, loans, acquisitions, deaccessions, and fine art insurance coverage. Manage the Center's artist files, digital library, and collection management database in Museum PastPerfect 5.0.
* Supervise loan of objects for changing exhibitions and perform condition reports on a range of object types. Oversee art handlers in the packing of loan and collection artworks. Coordinate domestic and international shipping of artworks for both on-site and traveling exhibitions. Working closely with the Manager of Exhibitions, direct object installation/deinstallation in changing exhibitions.
* Secure and direct contracted photographers, conservators, art handlers, and facilities management services. Manage care and record-keeping of collection work in off-site storage. Recruit and manage interns and volunteers for specific projects as needed.
* Strategize and update the Collection Management Policy and disaster planning and recovery procedures.

**Additional responsibilities & special projects**

* Work with curatorial staff in strategizing and realizing special projects
* With the Executive Director, organize annual reports for the acquisition committee and board of trustees
* Assist in the organization and orchestration of public events, as requested. Some events will be outside of normal business hours.

**Experience/Skills**

* The ideal candidate will have a minimum of 5 years of museum registration and collections management and a keen interest in craft history and practice. A bachelor and/or higher degree in museum studies or a related field is preferred.
* Demonstrated knowledge in and application of museum best practices; strong peer network (membership in ARCS, etc.)
* Solid experience with collection database software is required, with preference for Museum PastPerfect 5.0.
* Fluency with computer systems (MS and Mac OS, Adobe Creative suite, etc.)
* Extremely detail-oriented, with proven research skills
* Excellent abilities in writing, speaking, communication; strong interpersonal skills
* Self-starter, self-directed, ability to multi-task
* Experience in handling, packing, and shipping artwork. Ability to lift 30 lbs., stoop, climb stairs and ladders, and use basic tools. A security check will be conducted; current driver’s license required.

**Reporting**

The Registrar works closely and cooperatively with other staff and reports directly to the Executive Director and Chief Curator.

**Benefits**

* Medical, dental, and vision coverage
* Paid vacation, personal days, sick days, and holidays
* Option to participate in 403b retirement savings program with 3% employer contribution
* Discount on store purchases

**Application**

To be considered, please submit a cover letter, resume, and three relevant references by September 1 to hr@centerforartinwood.org.

*The Center for Art in Wood is committed to fostering a diverse, lively, inclusive, and accessible environment and is an equal opportunity employer regardless of race, color, religion, creed, gender identity, marital status, national origin, disability, age, veteran status, sexual orientation, political affiliation, or belief. Employment decisions are made without consideration of these or any other factors that are prohibited by law.*