

Registrar & Collections Manager

About International Arts and Artists

International Arts and Artists (IA&A) is a non-profit cultural diplomacy organization dedicated to promoting cross-cultural understanding and exposure to the arts internationally. IA&A fulfills its mission by providing programs and services to artists, arts institutions, cultural organizations, and the public. IA&A's programs include traveling exhibitions, cultural exchanges, educational workshops, and professional development opportunities.

Position Summary

Reporting to the Director of Traveling Exhibition Services, the Registrar & Collections Manager plays an essential role within the Traveling Exhibition Services (TES) department. Working in coordination with the TES Team including the Senior Curator, Exhibition Managers, and Assistant Registrar, the Registrar & Collections Manager is responsible for managing all logistics of past, current, and future touring exhibitions, while ensuring the care and well-being of the artworks during all phases of the tour. The Registrar is a primary contact for IA&A exhibitions in transit and manages logistics with a high level of professionalism, adhering to industry standards and best practices as well as IA&A's expectation of providing superior customer service.

Responsibilities

- Shares management requirements for approximately 30 to 40 traveling exhibitions from early development through dispersal
- Works directly with the Director of TES and Exhibition Managers to support planning and development of new exhibitions
- For each exhibition, acts as or supervises the registrar point of contact for the lender, curator and/or venue
- In collaboration with stakeholders and Exhibition Managers, determines object and logistical needs of exhibition during development and throughout the duration of the tour
- With the Director of TES, creates exhibition budget and monitors costs, assists the Director of TES with department budget planning, maintaining, forecasting and continually updates anticipated expenditures; coordinates with finance department to ensure numbers align, forecasts are accurate and significant expenditures are anticipated in advance
- Creates or delegates and approves exhibition checklist, crate lists, condition report notebooks, packing notes, and installation manual for each exhibition for distribution to venues
- Supervises shipping for exhibitions, domestic and international, approximately 40 transits annually. With vendors, determines and provides shipping costs to venues for outgoing and prorated shipping
- Supervises and/or coordinates packing/crating, customs brokerage, insurance, courier arrangements, and exhibition consolidation and dispersal

- Travels as exhibition courier, multiple exhibitions, multiple annual trips
- Via checklist and installation manual, as well as via direct communication, informs venues of special handling, security needs of objects
- With finance department, coordinates annual insurance policy and insurance claims
- Coordinates management of Hechinger collection, including long-term storage and temporary storage for traveling exhibitions (in-bound pre-launch and during tour), conservation needs, deaccession initiatives, and management of digital and paper collection records
- Performs other duties as required and assigned

Qualifications

- MA in fine arts, art history, museum studies, or archaeology or equivalent
- 5 years of professional experience working in a museum setting, in collections management or registration services
- Experience and knowledge of traveling artwork regulations including CITES, domestic and international U.S. Indemnity, and U.S. Immunity from Seizure
- Comprehensive understanding of museum standards and best practices specifically as they pertain to care, handling and management of collections
- Trained and experienced in handling, moving, and packing works of art of varying size, weight, media, and complexity
- Excellent writing skills and attention to detail
- Understanding of museum exhibitions and how they are generally organized
- Demonstrated ability in exhibition budgeting
- Demonstrated success at meeting deadlines and achieving performance goals
- Ability to handle complex situations with caution and professionalism
- Database experience a plus
- Ability to lift 30 pounds

Working Conditions

International Arts and Artists is located in the historic DuPont Circle neighborhood in Washington, DC. All IA&A staff work a hybrid work schedule, and are required to work hours in alignment with the Employee Manual. The Registrar position may be required to work outside of regular work hours including occasional evenings and weekends. Travel is approximately 5-15%. IA&A currently maintains an open office workspace with low to moderate noise.

Physical Requirements

While performing the duties of this job, the employee is regularly required to stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone. Specific vision abilities required by this job include close vision requirements due to computer work.

Compensation

IA&A offers a competitive salary and performance incentive structure commensurate with experience and qualifications. IA&A also provides a comprehensive benefits package that includes health insurance (medical/dental/vision), retirement plan (403b), paid time off (vacation/sick/holiday), cultural memberships (museums/theaters), and transit benefits.

How to Apply

To apply for this position, please send your resume and cover letter to careers@artsandartists.org with "Registrar & Collections Manager" in the subject line. Applications will be accepted until the position is filled. Only shortlisted candidates will be contacted. No phone calls please.

IA&A is an equal opportunity employer that values diversity in its workforce. IA&A does not discriminate on the basis of race/ethnicity/color/religion/sex/gender/sexual orientation/age/disability/veteran status/national origin or any other protected status. IA&A is committed to creating an inclusive environment for all employees.