MAM

MONTCLAIR ART MUSEUM

3 South Mountain Ave.
Montclair, NJ 07042
973-746-5555
montclairartmuseum.org

POSITION DESCRIPTION

POSITION TITLE:	**Assistant/Associate Registrar**
DEPARTMENT:	Curatorial
SUPERVISOR:	Registrar
DIRECT REPORTS:	none
LAST REVISION DATE:	May 2019

The Assistant/Associate Registrar is a full-time position reporting to the Museum's Registrar. The Assistant/Associate Registrar is essential in assisting the Registrar in all aspects related to the care and maintenance of the collection, managing of exhibitions, and general conditions of the facility as it relates to the collection.

The Assistant/Associate Registrar should be knowledgeable in the thorough coordination of exhibitions and be prepared to take the lead in managing an exhibition once assigned. This includes all aspects related to loans, the safe handling of objects, and the coordination of lenders' requirements. The Assistant/Associate Registrar should be knowledgeable in all aspects of shipping artwork and will help organize international and domestic loans, packing and shipping, and installation/deinstallation activities when required, particularly as these relate to exhibitions. In addition, the Assistant/Associate Registrar is required to assist with the care of the permanent collection, the movement of objects and updating locations in the database as well as general information management.

The Assistant/Associate Registrar works closely with the Registrar, Curatorial Staff, and the Preparator. Good communications skills are required, and general collegiality is a must.

ESSENTIAL RESPONSIBILITIES:

- Assist the Registrar as necessary with managing new acquisitions including the preparation of preliminary catalog worksheets, condition reports, and creating digital files in The Museum System (TMS) of new acquisitions
- Number/label objects once assigned
- Assist in the care and organization of the collection

- Manage storage areas, maintaining a clean and safe environment
- Monitor internal and external movement of objects, assisting in collection inventory as necessary
- Manage all outgoing loans from the permanent collection
- Monitor climate control in galleries and oversee maintenance of electronic data-loggers and related software on a weekly basis
- Assist with keeping and setting a deliberate and methodical pace when handling objects
- Work closely with the Preparator, free-lance art handlers, and consulting conservators to ensure proper collection management practices are maintained and documented
- Assist with the management of any storage, matting and framing, and installation techniques of collection objects
- Assist with updating and maintaining electronic object records, while coordinating access to, and use of, the database within other departments starting with the Curatorial Staff and including other staff responsible for the museum's website

Incoming Loans, Outgoing Loans, and Exhibitions
The Assistant/Associate Registrar will be responsible, in consultation with the Registrar, for the organization of all outgoing loans and for all registrar-related aspects of selected exhibitions, including the following duties:
- Consult conservators for recommendations on exhibiting objects and arranging for conservation when necessary
- Advise and consult with the Registrar regarding any issues that may be of concern as they relate to potential outgoing loans
- Prepare Outgoing Loan Agreements as needed after reviewing facilities reports and obtaining insurance values to prepare/request Certificates of Insurance
- Arrange for packing and shipping of objects and act as courier when needed
- Maintain updated Outgoing Loan schedule and enter loan history in database
- Complete Condition Reports and develop Condition Report Notebooks as needed
- Work closely with Head Registrar, Curators, Preparators and couriers on exhibition installations/deinstallations to ensure safe handling and proper installation of objects, and make sure that all lender requirements are being met

Collections Database Management
Along with the Registrar, the Assistant/Associate Registrar will work on the continued update of electronic object records and expansion of the database as needed. Duties involved include:
- Work closely with The Gallery System staff regarding annual maintenance and system updates for TMS and eMuseum as needed
- Develop and maintain systematic method for creating data files; supervise MAM staff and temporary data entry staff in proper methods when updating existing database records, and managing related files (i.e. digital images, scanned documents, etc.)
- Configure database user interface, and design report formats to allow Curatorial Staff to generate object labels, exhibition checklists, and inventory reports
- Train Museum staff to use database as needed

MINIMUM QUALIFICATIONS:

Education and Training: Bachelor's Degree in fine arts with experience in administrative work, object handling, and database knowledge essential. An M.A. with an emphasis on museum studies/registration/collections management is greatly preferred.

Work Experience: At least three years of demonstrated experience is required. Experience in the museum field preferred however gallery experience may be considered.

Skills and Abilities: Must be detailed-oriented and have excellent organizational, planning, and oral communication skills; the ability to work well as part of a team as well as independently is required. Must be able to represent the Museum professionally and possess the upmost discretion and confidentiality regarding safe care of the collection, loans, and confidentiality of donors and lenders. Work well with other Museum staff and departments helping to mitigate varying goals. The ability to keep calm and thoughtful in the face of chaos is a plus.

WORKING CONDITIONS:

Physical demands: occasional late evenings and early mornings with advanced notice; sitting, walking, standing, climbing stairs, hearing, lifting/carrying (up to 40 pounds).

Special environmental factors: May sometimes work in the vault with the use of air purifiers if for a prolonged time.