VERO BEACH MUSEUM OF ART

Assistant or Associate Registrar

Job Summary:

The Assistant or Associate Registrar supports the efficient operation of the Collections and Exhibitions (C&E) Department by performing a variety of administrative and registration-related tasks as assigned. This position reports to the Collections Manager/Registrar.

The Assistant or Associate Registrar will play a key role in supporting collections and exhibitions activities during an upcoming museum expansion project. The project will culminate in the opening of a new building designed by Allied Works, doubling the museum's gallery space to 22,000 square feet in 2028.

Visit future.vbmuseum.org for more information

Required Qualifications:

- Bachelor's degree in related field preferred.
- Minimum of two years of experience in collection management or registration at a museum or non-profit institution.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Proficient in Microsoft Office Suite
- Previous experience working with a collections management database.
- Excellent organizational skills and attention to detail.
- Basic knowledge of clerical procedures and systems, such as recordkeeping and filing.
- Ability to work independently.

Preferred Qualifications:

- M.A. in art history, museum studies, or related field
- Four years of Museum registration experience

Responsibilities:

Administrative

- Maintain filing systems as assigned.
- Retrieve information from records, email, minutes, and other documents; prepare written summaries as needed.
- Process departmental paperwork such as invoices

Exhibitions

- Assist the Chief Curator and Collections Manager/Registrar with updating and maintaining exhibition checklists.
- Schedule installation photography

Registration and Collections Management:

- Assist with editing, maintaining, and populating data fields in collections database, Collectors System (CS)
- Support cataloging of museum exhibitions and loans
- Assist with inventories and processing new loans and acquisitions according to established accession policies and procedures
- Implement object deaccession procedures when necessary, including coordinating disposal of deaccessioned objects
- Obtain, maintain, and manage documentation related to artists, objects, donors in paper files and electronic formats
- Support condition reporting, object photography, preparation of worksheets, and maintenance of exhibition and collection records
- Digitize and upload physical records or photographs and maintained organized digital files and folders
- Help implement data clean-up projects in the collections management system
- Assist with condition reporting of objects

Benefits:

- Vacation time
- Sick time
- Float Days
- Holiday Pay
- Free Museum Membership
- Medical
- Dental
- Vision
- Voluntary Life
- 403b with Match

Compensation:

This position will be hired at the Assistant or Associate Registrar level, depending on qualifications and experience. Salary range: $48,000 – 60,000, commensurate with experience.

The Vero Beach Museum of Art is an Equal Opportunities Employer and seeks diversity in its workforce. The Museum is committed to attracting, retaining, developing and promoting the most qualified employees without regard to race, color, sex, age, religion, national origin, ancestry, sexual orientation, pregnancy, gender identity or expression, physical or mental disability, or past, present, or future service in the uniformed services of the United States, or any other characteristic prohibited by federal, state, or local law.

If you or anyone you know is interested in this position, please send a cover letter and resume to Danielle Elliott at delliott@vbmuseum.org