



Registrar

Job Summary:

The Registrar is primarily responsible for the registration and physical management of all art work in the custody of the Vero Beach Museum of Art, including the permanent collection, sculpture on the grounds, and artwork on loan. The Registrar is supervised by and reports to the Chief Curator, and works generally in close collaboration and in communication with the Senior Curator.

Essential Duties & Responsibilities include the following, but not limited to:

Collections

- Identifies, documents, and catalogs all pieces of art entering or leaving the Museum.
- Supervises the development and maintenance of paper and electronic records on all objects owned by or on loan to the Museum, including records of provenance, purchase or donation, photographs, evaluation, insurance, condition, and location.
- Coordinates and makes all arrangements to receive new acquisitions.
- Accessions all new acquisitions to the Museum including gifts, bequests, purchases and exchange.
- Coordinates deaccessions from permanent collection.
- Administers fine art insurance policy for permanent collection.
- Maintains collections management system and oversees software updates.
- Monitors permanent collection for conservation needs and makes recommendations to the Executive Director in consultation with the Conservator and Chief Curator.
- Supervises Sculpture Conservator in the maintenance of the Sculpture Park; works with the conservator to create and prioritize maintenance schedule, budget, and record condition and work done in the collections management system.
- Supervises appropriate storage, care, and display of the Collection and works on exhibition including climate-control and the integrated pest management program implemented by the Chief Preparator.
- Manages and performs inventories.
- Arranges for photography of exhibitions and of art objects as needed for collection records, committee presentations, research, and exhibition archives.
- Maintains digital photography files for permanent collection.
- Handles all rights and reproductions requests for photography of works in the permanent collection.
- Responds to requests for information regarding the permanent collection, both from outside scholars and internally, and creates reports for internal use.

Exhibitions

- Coordinates with Chief Curator on works of art from the collection selected for installation in galleries or for loans to other museums.
- Assists Chief Curator and Executive Director in coordinating all exhibitions in galleries and on the grounds, as well as exhibitions the Museum circulates.
- Maintains exhibition schedule.
- Arranges shipping and receiving of all art objects, including incoming loans, traveling exhibitions,

and loans to other museums.

- Arranges insurance for all loans and exhibitions.
- Generates loan forms and exhibition contracts.
- In conjunction with Chief Curator, maintains and updates exhibition checklists.
- Supervises installations, de-installations, and re-installations of all exhibition space and supervises personnel involved in those activities.
- Maintains files and archives of all exhibitions presented at the Museum and those exhibitions organized by the Museum.
- Maintains an archive of all exhibition catalogues, and gallery guides.
- Trains staff as required to impart art handling skills, professional museum related skills, and safety procedures.

Other Duties

- Coordinates departmental contributions to Museum activities outside the department, for Special Events and Education programs.
- Coordinates Art in Bloom logistics with Development Department; works with the Chief Curator to create the Art Selection List; oversee the installation of the flower arrangements; reviews and update guidelines and policies for this event.
- Coordinate Athena Society logistics involving the artwork: including the loan, shipping, and exhibition of artwork.
- Leads department emergency response efforts in conjunction with the Chief Curator.

Administration

- In conjunction with the Chief Curator, supervises the Administrative Assistant for the Curatorial Department.
- Works with the Chief Curator to develop and manage the departmental budget.
- In collaboration with Chief Curator, reviews and updates core Collections and exhibitions policies and procedures for Director's approval
- Oversees departmental purchasing.
- Functions as the secretary of the Collection Committee and Exhibition Committee and is responsible for keeping the minutes of the Committees' meetings.
- Maintains departmental project calendar.
- Attend and participate in Department Head, staff meetings, exhibition planning and interpretive planning meetings.
- Maintains good working knowledge of the Museum's policies, procedures, educational practices and ideologies.
- Is knowledgeable of Museum's collection and exhibition policies.
- Is knowledgeable of and practices the AAM's Code of Ethics.
- Performs other duties deemed appropriate by the Executive Director.

Functional Relationships:

Reports to the Chief Curator **Works closely with** the Executive Director, Director of Finance, Director of Development, Director of Security, Director of Facilities, Curator of Collections and Exhibitions, Director of Education, Director of Human Resources and all staff members. **Supervises** packing/unpacking installations and de-installations.

Qualifications:

BA Degree (Art History or Museum Studies desirable) and MA preferred; five years previous museum experience in registration/collections management; effective written and oral communication skills, good management and organizational skills; knowledge of professional procedures of handling works of art; ability to work effectively with others; ability to work well under deadlines and multi-task.

Benefits:

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

Pay:

\$50,000 - \$60,000 per year

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