



Registrar

Reports to: The Registrar reports to the Curator of Art and works alongside other members of the Curatorial Department, including the Associate Curator and the Preparator.

Objective: The Registrar oversees the storage, handling, and installation of artworks in the permanent collection and artworks on loan to the Museum. The Registrar performs complex and confidential duties in support of the Museum's collections management, exhibition, and loan processing policies. All duties will be performed to Museum standards, as stipulated by the American Association of Museums (AAM).

Position Duties and Responsibilities:

- Manage the documentation of all art and artifact acquisitions, both in hard copy and in The Museum System (TMS) collections management database.
- Maintain donor files, recording gifts, and potential gifts to the Museum.
- Serve as a System Administrator for TMS, including staff training.
- Update eMuseum in collaboration with the Director of Marketing and Curator of Art to reflect current exhibitions and collection items.
- Oversee all incoming and outgoing loan activities, including legal documentation, insurance, and condition reports.
- Coordinate travel and shipping arrangements for collection artworks, acting as a courier when necessary.
- Assist with contracts for traveling shows, ensuring logistics and adherence to Museum standards.
- Supervise art installations and deinstallations, ensuring compliance with loan agreements and safety standards.
- Update and implement collection-related policies and procedures approved by the Museum's Collections Committee and Board.
- Research and provide input on construction projects to ensure collection care is prioritized.
- Monitor environmental conditions and pest management, documenting any incidents.
- Manage emergency procedures and update policies for collections and loans.
- Research copyrights, manage rights and reproduction permissions, and arrange photography for collection artworks.
- Research and plan storage updates in collaboration with other departments.
- Assist in deaccessioning projects, ensuring ethical handling of items.
- Prepare and update the Museum's facility report annually.
- Manage location and tracking of artwork movement, maintaining current records in TMS.
- Coordinate fine art insurance and oversee yearly art audit in conjunction with Finance.
- Attend and participate in Collections Committee meetings, assisting as needed.
- Serve as Museum liaison for art donations, monitoring legal and ethical implications.
- Assist with training and supervision of volunteers.
- Perform other duties as assigned.



Commitment to the Mission, Vision, and Values of the National Museum of Wildlife Art (NMWA):

Mission:

Impart knowledge and generate wonder through art and education.

Vision:

Inspire connections with wildlife and nature.

Values:

Integrity, Excellence, Collaboration, Transparency, Accountability, Financial Responsibility

Qualifications:

- B.A. in Art History, Museum Studies, or a related field required; M.A preferred.
- Three years direct experience in museum registration.
- Familiarity with registration and collections management and with AAM and AAMD standards.
- Proficiency with Microsoft products including Word, Excel, and PowerPoint applications, as well as Google Workspace equivalents. Comfortable using TMS or other similar collections management software.
- Excellent communication skills, verbal and written.

Benefits:

- Salaried-exempt position, starting at \$60,906.
- Full time NMWA benefits for full-time employee:
 - Housing and Transportation Stipend
 - Medical, Dental, and Vision coverage
 - Life Insurance
 - 403(b) Retirement Plan Contribution
 - 20 PTO days
 - 11 Paid Holidays
 - Hybrid Remote Work Schedule

Physical Requirements:

- Ability to stand, sit, reach, and kneel at various time during the working day
- Ability to work on a computer for up to 8 hours a day
- Ability to lift up to 50 lbs
- Ability to use the phone for extended period of times
- Ability to operate a car

