

Desert Caballeros Western Museum

Registrar

Part Time (30 Hours)

Exempt (Y/N): N

Supervisor: Chief Curator

I. Function of Position

The registrar manages our collections, which includes managing the logistics of moving artwork, documenting each art piece, and preparing collection for display. This position logs information on each piece into the museum's database management system. The duties and responsibilities of this job include coordinating art shipments, managing incoming and outgoing logistics, directing the installation of artwork, and scheduling art exhibitions.

II. Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Develop, organize, and maintain records for all temporary and permanent holdings of the museum's collections including new acquisitions.
2. Maintain and update object information, including location, identification, and exhibit inclusion, in museum's database (transitioning from Past Perfect to Artwork Archives). Establish and maintain data standards and controlled vocabularies for museum collections, keeping in mind and following American Alliance of Museums (AAM) Accreditation Team's recommendations.
3. Working with the Collections Manager, the Registrar is responsible for the up-to-date inventory of collections, both permanent and loaned, both at the museum and in offsite loan locations.
4. Work with Chief Curator, Director of Facilities, and Collections Manager on deaccessioning objects.
5. In collaboration with the Collections Manager, catalog objects (donation, acquisition, loan), including photography, dimensions, descriptive information, and condition evaluation.
6. Maintain digital and physical files for loans, donations, and exhibits. Ensure documentation is accessible to appropriate staff and confidentiality is maintained.
7. Oversee the proper storage and housing of collections and loans. Provide budgeting information as appropriate. Develop custom solutions as appropriate.
8. Negotiate and enforce loan agreements with institutional and private lenders, including the coordination of incoming and outgoing packing and shipping, insurance requirements, and lender terms. In collaboration with the Chief Curator, issue agreements and documents.
9. Work with the Collections Manager to complete condition reports upon arrival of objects to museum and periodically throughout their custody.

10. Maintain and review AAM-approved Facility Reports for Desert Caballeros Western Museum and borrowing institutions with the Director of Facilities.
11. In collaboration with the Chief Curator and Director of Facilities, monitor temperature and humidity throughout the facility. Compile data for review and for loan negotiations with other institutions. Communicate with the Chief Curator and the Director of Facilities to remedy any issues.
12. Supervise acclimatization, unpacking, and crate storage. Coordinate movement of objects into and out of exhibition areas.
13. Participate in exhibit installation, including object movement and proper object installation.
14. Assist the Curatorial Department with responses to inquiries from the public regarding donation offers, appraisals, and general questions about the art, artifact, and photography collections.
15. Document and compile information on donation offers for presentation to the Acquisitions Committee.
16. Issue and manage documentation of gifts to collection, including Deed of Gift, acknowledgement letters, and tax form 8283 when appropriate.
17. Facilitate access to donated collections for appraisers as necessary.
18. Oversee and develop projects for interns and volunteers when necessary.
19. Review and edit exhibit labels.
20. Secure reproduction rights for images and video material and maintain files to assist the Director of Marketing and Chief Curator.

III. Position Requirements

A. Education

Bachelor's degree in museum studies, art history, history or related field.
Master's degree preferred.

B. Work Experience

Three to five year's previous experience with evidence of responsibility in areas of collection care and exhibition development.

C. Knowledge, Skills and Abilities

1. Extensive knowledge and ability to handle all collection objects with great care as well as general knowledge of museum practices and ethical standards.
2. Ability to conduct collection/exhibition research and cultivate lenders, collectors, and donors.
3. Good interpersonal relationships and communication (verbal and written) skills with expectation of interaction with donors, members and community.
4. Impeccable honesty and integrity.
5. Knowledge of registration methods, art handling, accepted preservation/conservation techniques and database management.

6. Experience in contracting with and supervising outside contractors or consultants is preferred.

D. Certificates, Licenses, Registrations

1. Valid driver's license.
2. Pass a criminal background check.
3. Membership in appropriate professional organizations a plus.

E. Working Conditions

Office and museum gallery environment, standard hours generally within 8:00 a.m. to 6:00 p.m., Monday through Friday with extended hours and weekends probable. Must be able to walk and stand for up to two hours and have the ability to bend, stoop and reach. Some daytime and overnight travel may be required. The noise level in the work environment is usually low to moderate. Must be able to lift 50 pounds.

Approved Date: January 2025