

## Job Template: Art Museum Registrar

<b>Occupational Group</b>	Arts and Curatorial Services
<b>Job Family</b>	Museum
<b>Job Path</b>	Registrar and Curator
<b>Job Title</b>	<b>Art Museum Registrar</b>
<b>Job Category: P</b>	<b>Job Level: 3</b>
<b>FLSA Status: E</b>	<b>Job Code: D01000</b>

### **P3: Level Standards**

#### **GENERAL ROLE**

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence. Positions at this level may supervise student or support employees.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
- Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

#### **INDEPENDENCE AND DECISION-MAKING**

→ *Supervision Received*

- Works under limited supervision.

→ *Context of Decisions*

- Utilizes general departmental guidelines to develop resolutions outside the standard practice.

→ *Job Controls*

- Possesses considerable freedom from technical and administrative oversight while the work is in progress.
- Defines standard work tasks within departmental policies, practices, and procedures to achieve outcomes.
- Serves as the advanced resource to whom more junior employees go to for technical guidance.

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### **COMPLEXITY AND PROBLEM SOLVING**

#### *→ Range of issues*

- Handles a variety of work situations that are cyclical in character, with occasionally complex situations.
- Issues are regularly varied.
- Problems tend to be technical or programmatic in nature.

#### *→ Course of Resolution*

- Assesses a variety of situations, and develops resolutions through choosing among options based on past practice or experience.

#### *→ Measure of Creativity*

- Issues are solvable through deep technical know-how and imaginative workarounds.
- Most of the obstacles, issues, or concerns encountered require considering alternative practice or policy interpretation.

### **COMMUNICATION EXPECTATIONS**

#### *→ Manner of Delivery and Content*

- Regularly provides information on finished materials to others.

### **SCOPE AND MEASURABLE EFFECT**

- Actions regularly affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
- Incumbents have an indirect impact on a larger action or process, such as serving as a single component in an approval process, where the process is “owned” by a different work unit.
- May be designated to guide or organize the work of several employees within the unit.

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### **Job Template**

#### **GENERAL SUMMARY**

Organizes and coordinates the registration and deaccessioning of the museum's collections, acquisitions, and gifts. Secures copyright assignments for works of art in the collection and museum publications.

#### **REPORTING RELATIONSHIPS AND TEAMWORK**

Works under direction of a supervisor or manager. Serves a lead worker to employees who perform similar functions.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

- Oversees the registration of museum collections, acquisitions, and gifts.
- Maintains storage of the permanent collection; controls all aspects of incoming and outgoing loans to and from the permanent collection.
- Oversees document preparation and maintenance of records and collection photographs.
- Arranges for photography of works of art in the collection and for the sale or loan of prints and negatives of these works to commercial and non-profit users.
- Organizes and coordinates the shipping, receiving, packing, and unpacking of works of art. Corresponds with appropriate agencies regarding expenses, arrangements, etc. Records and reports to appropriate agency on condition of works of art.
- Maintains liaison with other University offices, as needed, to carry out responsibilities.
- Provides scholars and the public access to information about the museum's collection and holdings and may arrange for viewing of the collection.
- Records and maintains files and records regarding annual museum attendance, past exhibitions, chronology of museum's activities, and other relevant data.
- Secures copyright assignment for works of art in the collection and museum publications, as well as assigning ISBN numbers to any museum publications.
- Assists with exhibitions and placement of works of art as necessary.
- Performs related work as required.

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### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in related field.
- Two to three years of related experience.

### **COMPETENCIES**

#### **Knowledge of:**

- Museum policies and procedures
- Care and transportation of art work
- Microsoft Office and related software applications

#### **Skill in:**

- Planning and organization
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

#### **Ability to:**

- Maintain accurate and complete records of art
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management