



MONTCLAIR ART MUSEUM

3 South Mountain Ave.
Montclair, NJ 07042
973-746-5555
montclairartmuseum.org

POSITION DESCRIPTION

POSITION TITLE:	Assistant/Associate Registrar
DEPARTMENT:	Curatorial
SUPERVISOR:	Registrar
DIRECT REPORTS:	none
POSITION LEVEL:	Full-time, benefits
LAST REVISION DATE:	June 2022

The Assistant/Associate Registrar is a full-time position reporting to the Museum’s Registrar in the Curatorial Department. The Assistant/Associate Registrar will work closely with the Registrar on various projects as needed, but will also need to work independently and is essential in assisting the Registrar in all aspects related to the care and maintenance of the permanent collection, the general conditions of the facility as it relates to the collection, and assisting with all aspects of exhibitions. The Assistant/Associate Registrar will also assist with the movement of objects and updating locations in the database, as well as general information management. This includes regular data entry and management of The Museum System (TMS).

The Assistant/Associate Registrar should be knowledgeable in the thorough coordination of exhibitions, collection care management and standard registrarial practices. This includes the safe handling of objects, the ability to condition report objects, and the coordination of lenders’ requirements. The Assistant/Associate Registrar should be well-informed in all aspects of shipping artwork and will help organize international and domestic loans, packing and shipping, and installation/deinstallation activities when required, particularly as these relate to exhibitions. The Assistant/Associate Registrar works closely with the Registrar, Curatorial Staff, and the Preparator. Good communication skills are required; the ability to be flexible is essential and general collegiality is a must.

ESSENTIAL RESPONSIBILITIES:

- Assist the Registrar with all aspects of the general care and organization of the collection, management of exhibitions, and other Museum projects that may interface with the use of the galleries and/or the collection
- Monitor internal and external movement of objects, assisting in collection inventory and maintaining object locations in TMS
- Assist with updating and maintaining electronic object records; manage access to the database
- Manage all outgoing loans from the permanent collection
- Manage storage areas, maintaining a clean and safe environment

- Monitor climate control in galleries and oversee maintenance of electronic data-loggers and related software on a weekly basis
- Manage list of collection objects to be photographed, including pulling objects and working with photographer on photo shoots
- Work with curators in the vault making objects available for viewing

Incoming Loans, Outgoing Loans, and Exhibitions

The Assistant/Associate Registrar will be responsible, in consultation with the Registrar, for the organization of all outgoing loans and for all registrar-related aspects of selected exhibitions, including the following duties:

- Consult conservators for recommendations on exhibiting objects and arranging for conservation
- Advise and consult with the Registrar regarding any issues that may be of concern as they relate to potential outgoing loans
- Prepare outgoing loan agreements, as needed, after reviewing facilities reports and obtaining insurance values to prepare/request Certificates of Insurance
- Prepare invoices for borrowers to include all related fees
- Arrange for packing and shipping of objects and act as courier, when needed
- Maintain updated outgoing loans schedule and enter loan history in database
- Complete condition reports and develop condition report notebooks, as necessary
- Work closely with Registrar, Curators, Preparators and couriers on exhibition installations/deinstallations to ensure safe handling and proper installation of objects, and make sure that all lender requirements are being met

Collections Database Management

Along with the Registrar, the Assistant/Associate Registrar will work on the continued update of electronic object records and expansion of the database as needed. Duties involved include:

- Work closely with The Gallery System staff regarding annual maintenance and system updates for TMS and eMuseum, as needed
- Assist the Registrar with managing new acquisitions including the preparation of preliminary catalog worksheets, condition reports, and creating digital files of new acquisitions in TMS
- Train and supervise MAM staff and temporary data entry staff in proper methods when updating existing database records, and managing related files (i.e. digital images, scanned documents, etc.)
- Coordinate access to, and use of, the database within other departments starting with the Curatorial Staff and including other staff responsible for the Museum's website
- Configure database user interface, and design report formats to allow Curatorial Staff to generate object labels, exhibition checklists, and inventory reports
- Manage ongoing program with designated auction house to acquire updated values of selected works in the collection

MINIMUM QUALIFICATIONS:

Education and Training: Bachelor's Degree in fine arts with experience in administrative work, object handling, and database knowledge essential. An M.A. with an emphasis on museum studies/registration/collections management is greatly preferred.

Work Experience: At least three years of demonstrated experience is required. Experience in the museum field preferred however gallery experience may be considered.

Skills and Abilities: Must be detailed-oriented and have excellent organizational, planning, and oral communication skills; the ability to work well as part of a team as well as independently is required. Must be able to represent the Museum professionally and possess the upmost discretion and confidentiality regarding the safe care of the collection, loans, donors, and lenders. Work well with other Museum staff and departments. The ability to keep calm and remain positive and thoughtful in the face of chaos is a plus.

WORKING CONDITIONS:

Hours/Benefits: Full-time, Monday–Friday, 40 hours weekly, with occasional additional hours/ evenings and weekends for special events and possible courier-related travel. This is a hybrid position comprising in-person and remote work; typically, one to two days remote per week, which is dependent on gallery rotation schedules, deliveries and office coverage. Includes benefits and vacation package.

Physical demands: Occasional late evenings and early mornings with advanced notice; sitting, walking, standing, climbing stairs, hearing, lifting/carrying (up to 40 pounds).

Special environmental factors: May sometimes work in the vault, with the use of air purifiers, if for a prolonged time.

COVID-19 and Vaccination Policy: As a condition of employment, MAM requires all who report to work on-site to be fully vaccinated against COVID-19

Applications: Please submit a persuasive cover letter and resume with a list of references to employment@montclairartmuseum.org. No phone calls please.

The Montclair Art Museum, as a community-centered institution, is unequivocal in our stance against racism and injustice in all of its forms. MAM strives to maintain an environment that fosters productivity, creativity, and individual satisfaction by celebrating the many diverse traits of our community, which includes but is not limited to race, gender, nationality, age, religion, sexual orientation, and physical abilities. We see the arts as playing a critical role as a medium of observation, insight, education, articulation, and advocacy and seek to provide a platform for facing tough issues in our society as expressed through art. We seek candidates who combine a commitment to excellence in their field with a passion for this role for the arts and have creative ideas on how our exhibitions and programs can serve as an agent for societal change.