Associate Registrar
Position Description

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<tr>
<th>Department: Registrar</th>
<th>Reports to: Chief Registrar</th>
<th>Date: July 19, 2021</th>
<th>Rev. Date:</th>
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<tr>
<td>Type: Full-time</td>
<td>FLSA: Exempt</td>
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**BACKGROUND INFORMATION**

The Associate Registrar provides support in implementing the Collections Management Policy as it relates to the direct care of the Wadsworth Atheneum Museum of Art’s Collection and activities. This position is directly responsible for ensuring the physical safety of the permanent collection on and off-premise as well as borrowed objects under the Wadsworth Atheneum’s care, custody and control. The Associate Registrar is directly responsible for in-house exhibitions and the Wadsworth Atheneum’s Long-Term Loans Program and Annual Loan Deposit Program. This position provides additional support to the Registrar’s Office in all aspects of registration and collections management. The applicant is expected to be able to work independently and as part of a team with flexibility and excellent communication skills.

**ESSENTIAL FUNCTIONS/TASKS:**

- Knowledge of concepts, principles and practices of current museum registration methods and collections management standards.
- Thorough understanding of best practices for object handling & packing of an encyclopedic collection [paintings, works on paper, costumes, textiles, photography, sculpture, furniture & decorative arts].
- Experience in arranging all types fine art transportation [truck, air cargo, sea vessel] both domestic and international.
- Budget preparation and oversight.
- Creates and maintains accurate object & exhibition records both in physical and electronic form: inventory records, imaging documentation, condition reports, receipts, certificates of insurance; import/export documentation.
- Experience in collections management databases: create & maintain records with a strong focus on data entry. Work with curatorial department to ensure quality & accuracy of content.
- Works with other museum staff in physical storage on collection handling, object labeling, location documentation, rehousing, and additional object research.
- Serves as a courier for collections and exhibitions as assigned. Must be willing and able to travel by road, by air, and via other required transportation methods.
- Supervises museum registration interns.
- Correspond with researchers, students, and general public and provides information on the collections
- Perform other duties and special services as assigned by the Chief Registrar

**Serves as the registrar contact for in-house exhibitions**

- Prepares budgets, loan agreements, packing & shipping arrangements, installation requirements, insurance coverage and all aspects related to exhibition registration.
- Works with all exhibitions related staff & artists in contributing to the overall exhibition schedule, installation & de-installation schedule.

**Serves as the registrar contact for Long-Term Loans and Annual Loan Deposit Programs**

- Providing annual summary reports and status reports
- Responsible for updating accurate records, accurate loan/term periods, loan agreements, insurance coverage, packing & shipping arrangements, import/export arrangements.
With collection curator and/or Chief curator review candidates for renewal & areas where object/owner research is needed
With collection curator and conservation create system for review & condition documentation on regular basis.

- Assist Chief Registrar and Senior Associate Registrar for Permanent Collection in implantation of procedures related to:
  - Outgoing loans – assist in various administrative aspects including billing, database entry, information management.
  - Exhibitions – assist in various administrative aspects for larger co-organized or traveling exhibitions
  - Department procedures & organization projects
  - Inventory, storage projects, and object reconciliation: research and consult with curatorial staff on objects found in the collection, found in inventory, and department transfers.
  - Database & record management procedures
  - TSA Certified Cargo Screening Program training

- Experience, training, skills required:
  - Excellent project management skills.
  - Ability to work independently as well as work collaboratively in a fast paced team environment.
  - High level of written and oral communication skills.
  - Accuracy and attention to details.
  - Ability to be flexible and manage multiple projects at the same time.
  - Excellent knowledge of art handling practices, particularly with works on paper.

- Education:
  - Bachelor's degree in art, art history, or related field is required. Master’s degree in museum studies or library sciences is preferred.
  - Minimum five years of experience in fine art museum registration & collections management is required.

**WORKING CONDITIONS**

The work environment characteristics described here are representative of those an Associate Registrar encounters while performing the essential functions of the role:

Climate-controlled art museum with display galleries, standard offices, café, library/archives, theater, museum shop, and other non-public spaces. Work is performed primarily indoors and occasionally outdoors in lobbies, art display galleries, public and as well as non-public offices and storage areas. Our Covid-19 related protocols mandate the wearing of masks by staff and visitors in all public areas and group settings.

Employee is required to move about their work area, between galleries and storage areas, ascend and descend stairs; and stand and/or sit for extended periods of time. The employee is occasionally required to lift, drag and/or move up to 15 pounds unassisted. The employee is required to visually or otherwise identify, observe and assess.

Reasonable accommodations may be made to enable qualified individuals with a disability to perform the essential functions to the extent the Wadsworth may do so without undue hardship. The term “qualified individual with a disability” means an individual who with or without reasonable accommodation can perform the essential functions of the position.
DISCLAIMER:
Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

HOW TO APPLY
Wadsworth Atheneum is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.
You can do so by sending a cover letter noting the reason for your interest and salary requirements, plus your resume to: Staffing.Admin@TheWadsworth.org