



**Art Bridges Fellowship
Position Description**

Dept: Registration	Reports to: Chief Registrar	Direct Reports: None	
Type: Full-Time	FLSA: Non-Exempt	Date: April 2022 (deadline for applying: May 9)	Rev. Date:

POSITION DESCRIPTION

Full-time, three-year position within the Registration Department to support registration and collections management of the new [Art Bridges Initiative](#) with the Wadsworth Atheneum Museum of Art and its four museum partners across the American South. Serve an instrumental role in how this multi-year partnership will expand access to American art through collaborative exhibitions; make significant works of art accessible to new audiences; develop innovative narratives that expand the stories told by and about American art; and explore shared themes that speak both to our nation’s history and its diverse regional identities.

The Art Bridges Fellow at the Wadsworth will be part of the inaugural cohort of the [Art Bridges Fellows Program](#). This program supports the foundation’s mission to expand access to American art in all regions across the United States and to contribute to the development of the next generation of diverse museum leaders. The Fellow will attend two annual Art Bridges convenings in Bentonville, Arkansas, including a month-long residency and orientation from July 11-August 5, 2022.

This position will support a series of collection-sharing exhibitions with the Wadsworth and four museums: Clark Atlanta University Art Museum; Columbia Museum of Art, South Carolina; Mobile Museum of Art, Alabama; and Montgomery Museum of Fine Arts, Alabama. The Art Bridges Fellow will collaborate across departments and museums on exhibitions engaging the Wadsworth’s wide-ranging American collections including paintings, sculpture, works on paper, furniture, design and decorative arts, as well as costumes and textiles, from the colonial era to pre-1960, alongside the partner museums’ collections. The successful candidate will be capable of managing registrarial responsibilities and have a demonstrated ability to coordinate all internal and external aspects of planning, traveling and installing exhibitions.

ESSENTIAL RESPONSIBILITIES

With guidance and support from the Wadsworth, the Art Bridges Fellow will:

- Participate in all planning and development meetings for the Art Bridges Initiative.
- Oversee all aspects of loan and exhibition registration from initial planning stages to display to reconciliation for the Art Bridges Initiative.
- Facilitate the internal workflow relative to care and preparation of objects including:
 - object review and assessment of conservation needs



- packing/crating and handling needs
 - display needs
 - photography needs
 - record management (updating cataloguing record in collections database, Argus)
 - collection housing and documentation of collection
- Arrange, execute and/or oversee the following responsibilities as they relate to traveling exhibitions:
- packing and crating of all loans and prepare related documentation including loan forms, condition reports, insurance coverage
 - shipping and logistics of all loans with Wadsworth staff and the relevant staff at each partner institution
 - courier needs
 - coordinate and document object movement (internally and externally)
- Serve as point person and liaise with the Art Bridges Initiative Project Coordinator in the Curatorial Department at the Wadsworth Atheneum for aspects related to installations at each venue including:
- finalization of checklists
 - scheduling of installation/ deinstallation
 - technical specifications related to object layout & display needs,
 - security & facility needs

MINIMUM REQUIREMENTS

- Bachelor's Degree in history, art history, library science, museum studies or related field.
- Two or more years of experience working in a museum or related setting.
- Knowledge of collections handling techniques, as well as recommended museum standards and practices of registration, art handling, conservation and preservation.
- Commitment to Diversity, Equity, Accessibility, and Inclusion (DEAI) in the field.
- Proficiency with collections management software.
- Experience with object mounting and display techniques a plus.
- Excellent organizational skills and attention to detail.
- Excellent oral and written communication skills.
- Ability to work collaboratively in a team environment as well as independently.
- Ability to manage multiple deadlines simultaneously.

WORKING CONDITIONS

PHYSICAL/MENTAL/SENSORY DEMANDS

- 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 spaces and non-public offices and storage areas. Compliance with Museum health and safety-related protocols.
- While performing the duties of this job, the employee is frequently required to receive oral and written instructions and information in English and to clearly communicate in English in person,



over the telephone, through email and through other electronic means. The 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 identify, observe, and assess visually or otherwise.

- 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.
- Must be able to remain in a stationary position 50% of the time; frequently moves about inside the offices, including ascending/descending a short flight of stairs; operates a computer and other office equipment such as a calculator, copy machine, etc. Frequently communicates with staff and others and must be able to exchange accurate information.

WORK SCHEDULE

- The work schedule generally is Monday through Friday, 9 a.m. to 5 p.m. A flexible work schedule or additional work hours may be necessary, to meet the requirements of this job position, which could encompass evening hours and weekend work. The responsibilities and required interactions of this position are not conducive to remote work.

TRAVEL REQUIREMENTS

- Local, regional, and national travel expected.

DISCLAIMER

- The preceding job description has been designed to indicate the general nature and essential functions and responsibilities of work performed by the employee in this job position. It may not contain a comprehensive list of all duties, responsibilities, and qualifications required for this role. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

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 plus your resume, by May 9, 2022, to: staffing.curatorial@thewadsworth.org