



Title: Registrar

Reports to: Chief Curator

Status: Full Time, Exempt

Overall Responsibilities

- Organize, modify, and administer policies, procedures, systems, and activities related to the documentation and control of incoming loans, through the execution, management and archiving of loan requests and agreements; receipts; exhibition agreements; condition reports; insurance policies, certificates, and claims; object checklists; packing and valuation lists; shipping documents; audio-visual documentation of borrowed objects and exhibitions.
- Organize, modify, and administer policies, procedures, systems, and activities related to the documentation and control of the Museum's Permanent Collection items, including gift, purchasing and copyright agreements; artist questionnaires; artwork guides for packing and installation; marking objects with accession numbers; object cataloguing; condition reports; photo reproduction agreements; outgoing loan agreements; object de-accessions.
- Execute and/or supervise the orderly and timely entry of data (in text, image and/or audio-visual form) of objects and constituents associated with incoming loans and exhibitions into a collections management database system (El Museo del Barrio utilizes The Museum System [TMS] to enter, store and manage data related to its permanent collection, loans, exhibitions, and publications)
- Assist with the development, publication, and management of a web-based Permanent Collection platform.
- Schedule and supervise photographic documentation of loan and Permanent Collection objects and exhibitions; record and archive this documentation utilizing TMS and digital filing systems.
- Regularly monitor, document, and archive environmental conditions in galleries and storage areas.
- Manage Permanent Collection storage areas both onsite and offsite and keep record of collection items.
- Oversee the movement of collection items between exhibition and storage facilities.
- Assist with compiling and updating information in the Museum's General Facility Report; archiving the General Facility report; distribute the Report to pertinent parties as directed by Museum's Chief Curator, Curator and/or Executive Director.



- Provide guidance in the ongoing organization and documentation of the Curatorial Department's research library and Artist Archive.
- Work closely with Curatorial Staff regarding long-term Collections care and presentation.
- Assist the accessioning process of art works.

II. Preservation, Physical Care and Handling

- Assist in developing and implementing procedures regarding the preservation of objects in the Museum's care, including protocols for materials and equipment, object handling and movement, long-term storage, environmental controls, facilities maintenance, illumination, pest control, and fire suppression systems.
- Schedule and coordinate object mount making and preservation framing of artworks; efficient and detailed written communication with professionals and vendors that provide these services is crucial.
- In collaboration with the Museum's Operations Department, review, assess, modify and supervise procedures and systems related to the maintenance of galleries including lamp replacement, and cleaning of floors; operation and maintenance of climate-control equipment; security protocols and systems, including crowd control; fire suppression; and pest control.
- Assist in supervising and participating in the installation and de-installations of temporary exhibitions, particularly organizing, and coordinating the packing and transportation of objects, their storage, unpacking/re-packing, internal movement, condition reporting, hanging/de-installation, security and illumination; supervise and arrange the safe handling and storage of exhibition crates.
- Assists in assessing the needs related to storage, overall preservation, and conservation treatment of Permanent Collection objects, including re-organizing or updating offsite and/or onsite art/object storage areas, and re-housing objects.
- Conduct weekday inventory and condition checks of objects on exhibit. Lead any planned or emergency work with regards to the objects' safety and conservation.
- Perform or supervises basic object preparatory/protection tasks, including archival housing of objects for storage, soft wrapping/packing (including construction of soft boxes and folios) and other tasks related to the safe storage and movement of objects.
- Physically able to lift and move artwork/crates and other work-related equipment; climb ladders; and stand on his/her feet for extended periods of time.



III. Other Related Duties

- Assist with various activities associated with a collection move, including supervision of packing; maintaining packing lists; tracking movement of objects and shipping packages; and communication/coordination with transportation companies.
- Assist with developing and tracking budgets and expenditures related to exhibition registration activities.
- Ordering and managing supplies, equipment and tools for object packing, movement and protection, as well as exhibition installation.
- Maintain frame and exhibition furniture equipment inventory.
- Supervision of volunteers, interns and professional contract workers as necessary to execute many of the tasks described herein.
- Other tasks as assigned and agreed upon by employee and supervisor.

Desired Requirements

- Master's Degree in Museum Studies, Art History, Fine Arts, or a related field.
- 2-3 years of museum exhibition registration and collections management experience.
- Knowledge of preservation practices and procedures, including safe handling, movement, packing, transport, storage, and exhibition of objects
- Experience with planning, organizing, and implementing artworks movement
- Knowledge of copyright, reproductions issues, and different art media
- Fluency in various computer applications and digital imaging systems
- Experience using The Museum System a plus
- Excellent oral, written, and interpersonal skills
- Spanish/English bilingual skills
- Ability to work well with various constituencies, and supervise volunteers, interns, professional contract workers, and others.
- Neat, detail-oriented, well-organized, execute repetitive tasks and able to meet multiple deadlines
- Physically able to lift and move artwork/crates and other work-related equipment; climb ladders; and stand on his/her feet for extended periods of time.



Application Instructions

To apply, please email resume and cover letter to jobs@elmuseo.org with “Registrar” in the subject line. Applications that are not sent according to specifications will not be considered. No phone calls, please. We will contact you directly for an interview.

El Museo del Barrio is an equal opportunity employer that does not discriminate on the basis of race, color, age, sex, sexual orientation, religion, ethnicity, national origin, disability, marital status, veteran status or any other legally protected status.