the **Columbia Museum** of **ART**

Title: Registrar

Reports To: Senior Curator

Purpose: The Registrar plays a key role in overseeing the CMA's 7,000+ object collection and its art -related operations. The position implements and utilizes best practices, policies, and procedures for accurate record keeping of art in the CMA permanent collection and ensures the safe care of objects both in the CMA's holdings and on loan. As part of the Curatorial department, the Registrar is charged with the collaborative care, preservation, and risk management of the CMA's collections, ensuring that they are maintained and available for posterity. The position oversees all the details and logistics of incoming and outgoing art for both loans and full-scale exhibitions. Additionally, the Registrar supports the Preparators in the safe packing and handling of artwork for both collection displays and exhibitions.

The Registrar supports the advancement of the Columbia Museum of Art through the museum's unique and growing collections, exhibitions, programs, and their relevancy to a broad and diverse range of audiences through activities that are mission-centered and based in Diversity, Equity, Access, and Inclusion (DEAI) practices.

Responsibilities:

- Oversees the record management, preservation, condition and storage of the collection, as well as deaccessioning and accessioning of acquisitions, including gift documents, IRS forms, and appraisals.
- Oversees all shipping needs for incoming and outgoing exhibitions, long-term and temporary loans. Schedules all art-related shipping, determines appropriate shipping methods, dates and packing needs, and determines crating needs for fabrication in concert with Senior Curator and Curatorial department.
- In conjunction with the Curators, assists with the planning and organizing of CMA traveling exhibitions to finalize checklists, review contracts, determine tour schedules, coordinate courier arrangements, prepare U.S. Government Indemnity applications, and provide contract details and shipping budgets.
- Ensures all documentation systems pertaining to the permanent collection are updated, complete, and maintained (logbooks, files, deeds, and inventories as well as inputting and updating the electronic collections data system, PastPerfect).
- Serves as the primary administrator of the PastPerfect database.
- Creates detailed and accurate condition reports for both the permanent collection and objects on loan.
- Maintains current confidential valuations of art and works with insurance agent to ensure the appropriate fine arts coverage for the collection while on site and in transit. Requests quotes from underwriter if additional insurance is needed and obtains insurance certificates for lenders.
- Functions as the trained courier for the CMA, both nationally and internationally. For international loans, the primary contact for Customs Brokers and Logistics Agents. Valid Passport or the ability to obtain a passport is required.

- Works with the Preparators on the pickup and delivery of art, plus the packing of art for shipment.
- Serves as main museum contact for both internal and external image requests and Rights & Reproductions needs pertaining to the permanent collection.
- Monitors art storage and exhibition spaces for temperature/humidity, environmental hazards, safety, and cleanliness.
- Determines and coordinates appraisals and conservation needs in consultation with the Curatorial Department.
- Produces and updates the museum's Facilities Report and updates the CMA Collections Disaster Plan in consultation with the Curators and the Manager of Facilities.
- Responsible for access to all storage areas, and access to locking cabinets. Safeguards keys to furniture pieces and decorative arts cases,
- Coordinates with the CMA Multimedia Coordinator on photographing the collection.
- Conducts inventories on a three-year rotational basis in consultation with the Curators. Performs spot-checks of the inventory annually in cooperation with CMA auditors and provides a report to the Executive Director including any discrepancies.
- Provide expertise and information for Collections Committee meetings and collections management and policy strategies, as needed.

Job Type: Full-Time, Exempt, with flexible work weeks, weekends and evenings as required. Must be available to handle in-person emergency preparedness and/or response as required.

Requirements:

- BA required, Master of Arts degree preferred in art history, art, museum studies, or related field.
- 3+ years of experience in a museum and/or art gallery environment required with practice in AAM policies, guidelines, and Core Standards for Museums.
- Ability to strategically think, plan, and convey information to support and inform the objectives and direction of the institution with regard to art and exhibitions.
- Demonstrated experience developing, communicating, and managing projects, budgets, timelines, and goals.
- Self-directed and motivated.
- Effectively navigate through the complexity of key issues and opportunities to achieve institutional objectives.
- Proactively model the importance of timely and positive collegial and vendor interactions.
- Valid driver's license required.
- Consistent personal accountability and professionalism.
- Strong written and oral communication skills with a mastery of English language and the ability to plan and deliver oral and written communications that clearly inform their intended audiences.
- Experience handling art objects, able to lift up to 35 lbs.
- Evening, weekend, and travel occasionally required.

- This position requires a criminal background check.

Salary Range: Commensurate with experience that demonstrates proven successes and results, $41,966–$62,949 plus benefits.

Contact: The Columbia Museum of Art is an Equal Opportunity Employer, committed to diversity, accessibility, equity, and inclusion. Confidential inquiries, applications, and recommendations are welcome. Please email cover letter and resume to David Walls, Curatorial Assistant, at dwalls@columbiamuseum.org with "Registrar" in the subject line.