

Registrar

Department: Curatorial
 Reports To: Curator of Art

FLSA Status: Exempt
 Effective Date: July 2018

The critical features of this job are described under the headings below. This job description does not prescribe or restrict the tasks as shown below and may be subject to change at any time.

Job Summary

Responsible for the maintenance, safety and care of artwork in the Museum’s possession as well as implementation of cataloging policies, practices and procedures.

Essential Duties and Responsibilities
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Collections Management

- Implements collection management practices and procedures in compliance with BAM policies, including insurance and documentation requirements.
- Maintains collections database, composes concise descriptions of objects and records descriptions in document files and in collection catalogues and databases, registers and assigns accession and catalogue numbers to objects in collection, according to established registration system, BAM policies and current AAM standards.
- Prepares collections reports and correspondence for supervisors.
- Prepares acquisition reports for review of curatorial and administrative staff.
- Determines, recommends and initiates appropriate conservation or restoration measures for objects.
- Monitors HVAC and building security systems and communicates and works with Facilities Manager / Preparator, Executive Director, and city of Boise to maintain adequate controls.
- Develops and maintains an in-depth knowledge of security and fire systems as well as building systems.
- Maintains positive relationships with the city of Boise and strives for continual improvements and efficiencies for BAM.

Exhibitions

- Photographs exhibition installations, objects, events and facility. Maintains photo files.
- Assists with installation and de-installation of exhibitions.
- Completes required incoming and outgoing condition reports.
- Prepares security bulletins relating to exhibitions, when necessary.
- Creates object labels for exhibitions.

Packing, Shipping and Insurance

- Oversees and actively participates in handling, packing, movement, storage and inspection of all objects entering or leaving Museum, including traveling exhibitions, and confers with supervisors to develop and initiate most practical method of packing/shipping fragile or valuable objects.
- Supervises and actively participates in packing and unpacking, and monitors hanging and placement of objects to ensure proper art handling procedures.
- Arranges for insurance for collections and objects on loan or special exhibition.
- Arranges for shipping, storing and handling of objects.
- Schedules and arranges for the transport of exhibitions and objects from the Permanent Collection and traveling exhibitions.

- Keeps records and documents of incoming and outgoing shipments and location of objects related to traveling exhibitions and loans.
- May serve as courier for exhibitions and collections in transit, may travel with some collections to next destination, may prepare customs documentation when necessary, and may supervise loading and unloading of crates at airport.

Administration

- Serves as administrator of security software programs. Processes badges and keys for employees. Trains new employees regarding building security in accordance with BAM policies and procedures.
- Maintains and updates the BAM Emergency Preparedness and Disaster Plan.
- Oversees the maintenance and upkeep of the Museum Library.
- Provides information as requested for departmental and special grant budgets.
- Assists with coordinating visitor arrangements including hotel, airfare, itineraries, per diem discussions, etc.
- Maintains archival records of all BAM publications, pamphlets, brochures, etc.
- Prepares catalogue in publication requests to Library of Congress.
- Participates in Museum fundraisers and events, including exhibition openings, the Gala and Art in the Park.

Additional Responsibilities

- Other duties as assigned.

Supervisory/Managerial Responsibilities

Carries out supervisory/managerial responsibilities with direct-report subordinates in accordance with the organization’s policies, procedures, and applicable laws. Responsibilities include interviewing, training employees and volunteers; planning, assigning, and directing work; appraising, rewarding, and disciplining employee performance; addressing concerns and facilitating problem resolutions.

Minimum Qualifications

Three (3) years of experience with museum/art collection handling, cataloging, shipping and insurance. Competency with desktop computer, collections management software, spreadsheet software. Effective presentation skills. Ability to discuss complex collection issues at all levels of the organization and public. At least two (2) years of supervisory experience.

Education Requirements

Master’s degree in art or art history or 2-4 years related experience and/or training; with knowledge of museum methods, procedures and art handling and strong emphasis in photography and computers; or equivalent combination of education and experience.

Language Requirements

Proficiency in reading, writing and comprehension of the English language.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Description

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles, outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate. Works evenings and weekends. Work is sometimes stressful and requires the ability to meet tight deadlines. This position does not require routine or regular engagement in interstate commerce.