Job Description: Registrar

Location: San Francisco
Status: Full-time Employee, Exempt
Reports to: Chief of Curatorial Affairs and Public Programs
Supervises: N/A

Job Summary
Under the direction and supervision of the Chief of Curatorial Affairs and Public Programs, the Registrar oversees the installation schedule relating to art movements and staffing related to exhibitions, installations, and special events for loaned objects in the museum building and other sites. This position contracts and oversees any additional support staff necessary to exhibitions, including the installers and art preparators, organizing the work schedule for the team on a weekly basis as well as long term planning. The registrar tracks the implementation schedules for all MoAD exhibitions and works with the Chief or Curatorial Affairs and Public Programs to coordinate the overall Exhibition Schedule and budget. This position will work closely with the Chief on forecasting, planning, and management of resources.

This position works in close collaboration with the Chief of Curatorial Affairs to realize exhibitions, installations of commissioned works and touring exhibitions, including the securing of loans, and the coordination of venues and tours. This position serves as the principle contact for internal and external colleagues on loan procedures, insurance and government indemnities, contracts, and lender negotiations. The position has no direct reports but may supervise department interns on an as-needed basis.

Key Responsibilities
Exhibitions and Loans
- Works with Chief of Curatorial Affairs to plan, develop, and manage exhibitions from the conceptual stage to execution, including contracts, loans, insurance, transport, installation, condition reporting, tours, insurance, and storage, as needed. This includes MoAD produced and traveling exhibitions.
- Creates and monitors the production schedule for all exhibitions, installations, and commissions in the museum building and at other sites.
- Completes all exhibition management needs for meeting scheduled production due dates for approximately 8-10 annual museum exhibitions: including the planning and scheduling, crew management, assembly of materials, construction, and installations.
- In close coordination with Chief of Curatorial Affairs, drafts and reviews contractual agreements with lenders and participating institutions. Negotiates terms of the
contracts in the best interest of MoAD and monitors compliance of agreements and payment schedules.

- Responsible for securing U.S. Government Indemnity or other insurance for MoAD and its partners or lenders.
- Implements care and handling requirements for exhibitions, including incoming packing and shipping; receiving; incoming condition reporting; temporary housing and storage; environmental monitoring; liaising with conservation regarding handling and exhibition design handling; onsite packing and transportation; regular monitoring and inspection of galleries; deinstallation; outgoing condition reporting; outgoing packing and shipping.
- Maintains art storage and housing requirements for all loaned objects including supply and use of approved housing materials, fixtures, and furnishings; tagging/marking; environmental control; seismic event damage protection; cleanliness; and security and loss prevention.

Staff, Resource and Budget Management

- In close coordination with Chief of Curatorial Affairs, develops initial exhibition budget for planning purposes. Regularly updates, forecasts, and monitors expenses, ensuring performance to budget.
- Assists the Chief of Operations with the updating and completion of Facilities Reports for storage and gallery spaces.
- Coordinates work with other MoAD staff, representatives of other museums and outside art handling personnel.
- Maintains a variety of computerized and manual records and files regarding collections, loans, and exhibitions.
- Researches and provides accurate information regarding disposition, care, movement, and control of art objects.

Other responsibilities

- Ensures performance to standards set by AAM standards, participates in accreditation activities on behalf of MoAD.
- Maintains facility reports; in conjunction with Operations / Facilities staff, monitors environmental conditions in galleries, onsite and offsite storage.
- Liaises with Security on emergency preparedness plan and collections evacuation plan.
- Ensures compliance with IRS regulations, copyright laws, NAGPRA laws, and AAMD guidelines.
- Maintains professional relationships within the field.

Other duties as assigned. This job description is not intended to be all-inclusive. The employee may be expected to perform other related duties to meet the ongoing needs of the organization.

Required Education, Experience, and Skills

- B.A. in museum studies, collection management, art history, history, or related field; M.A. preferred.
Minimum 5 years’ experience in museum registration, collections, and/or exhibition management.

Working knowledge of exhibition management systems and/or database management experience.

Demonstrated knowledge and application of best practices and procedures for art handling, installation, storage, condition reporting, preservation, and basic conservation.

Demonstrated project-management skills with the ability to perform long-range planning while retaining nimbleness; flexibility within a fast-paced and changing environment; effective work under pressure amidst shifting priorities; problem-solving and analytical thinking.

Demonstrated ability to work as a team leader and as part of a team while supervising staff and coordinating with peers; ability to set and accomplish goals and to meet deadlines by effectively prioritizing; ability to work independently and collaboratively in a team-oriented environment.

Skills in diplomacy, negotiation and communication with staff and external parties (artists, lenders, donors, etc.).

Practical writing skills; proficiency in collections management database software, email, word processing and spreadsheet software, Microsoft Office, Outlook, Word, and Excel.

Familiarity with NAGPRA, AAMD guidelines and archiving methods and practices

Strong computer skills, including MS Word and email, and the capacity to quickly learn and master new systems.

Required Personal Attributes

- Ability to work independently and be self-motivated.
- Professional demeanor paired with the ability to be flexible and maintain a sense of humor.

Physical Requirements

- Ability to communicate via phone and email.
- Ability to work at a computer for extended periods of time.
- Ability to lift and carry 30 pounds.
- Ability to travel.

Compensation

The salary range for this position is $65,000 - $75,000. Salary is commensurate with experience.

TO APPLY: Please submit a cover letter, resume, and three references (PDFs preferred) to: Key Jo Lee (klee@moadsf.org)