



CRYSTAL BRIDGES
MUSEUM OF AMERICAN ART

POSITION DESCRIPTION

Position Title:	Registrar of Exhibitions
Position Type:	Full-Time
FLSA Classification:	Exempt
Division:	Art and Education
Department:	Collections Management
Reports to:	Head of Collections Management
Date Approved:	January 4, 2018

Position Summary

Under general supervision of the Head of Collections Management, the Registrar of Exhibitions manages all registration functions related to temporary exhibitions and touring exhibitions hosted or organized by Crystal Bridges Museum of American Art (“the Museum”). This position also orchestrates the installation and deinstallation of all objects owned or on loan to the Museum in the Museum’s exhibition galleries. The Registrar of Exhibitions will supervise one or more positions within Collections Management.

Principal Responsibilities (Essential Functions)

- Oversee logistics for loans to exhibitions and loans to the collection, including loan agreements, condition reports, fine-art packing and shipping arrangements, and data entry in TMS (Museum’s collections database), in accordance with accepted museum standards.
- Coordinate, in conjunction with the Head of Collections Management, insurance and customs paperwork related to temporary and touring exhibitions. Prepare applications for U.S. Government Indemnity for exhibitions as required.
- Work closely with Curatorial and Exhibitions staff on forward planning for touring exhibitions, including review of venue facilities, tour schedules, and exhibition contracts.
- Assist in negotiating and securing loans from museums and private lenders.
- Review exhibition and loan contracts to ensure compliance with terms and conditions.
- Coordinate and oversee touring logistics at domestic and international venues for exhibitions organized by the Museum. Prepare exhibition condition and installation books, liaise with venues, and ensure that lender requirements are met.
- Work cross-departmentally to create installation and de-installation schedules for temporary exhibitions.
- Supervise the unpacking, condition-reporting, installation, deinstallation and re-packing of artworks on loan to the Museum.
- Oversee the transportation and lodging arrangements for traveling couriers.
- Develop budgets for future exhibitions. Monitor expenditures to ensure compliance with project budgets.
- Formulate policies and procedures for exhibitions registrars to follow.
- Oversee the maintenance and regular updates of the Museum’s facilities report.
- Provide the Head of Collections Management with monthly statistics showing the number of objects, lenders, and art movements dealt with by the registrars.



Secondary Responsibilities

- Keep apprised of approved and current registration standards as well as basic conservation guidelines for the care and handling of artworks.
- Oversee the annual inventory of incoming loans.
- Act as courier, as assigned, to accompany exhibitions and loans worldwide.
- Complete special projects and basic research as assigned.
- Complete all other duties as assigned within the scope of responsibility and skill required for the job.

Minimum Qualifications

Education, Training, and Traits:

- Degree from accredited college or university required, with coursework in art, art history, museum studies or related field.
- Knowledge of American art and a familiarity with artists' materials required.
- Knowledge of principles and procedures of collections management filing and record-keeping.
- Ability to understand and maintain the highest levels of confidentiality.

Work Experience:

- Minimum five (5) years of experience in museum registration with a focus on exhibitions.
- Minimum one (1) year supervisory experience.
- Experience using complex collections database applications, The Museum System (TMS) preferred.

Licenses and Certifications:

- Valid driver's license with clean driving record required.
- Ability to obtain valid passport.

Skills and Abilities

- Proficiency in the use of MS Office software to include: Outlook, Word, Excel.
- Strong written and verbal communication skills.
- Must have excellent attendance and punctuality.
- Strong organizational skills and analytical skills.
- Ability to exercise discretion and independent judgment.
- Ability to work in a fast-paced environment with strong attention to accuracy and detail.
- Ability to multi-task and think critically.
- Ability to work independently and with initiative.

Physical Demands and Work Environment:

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



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- *Physical demands:* In the work environment described below, position requires verbal and written conversation with others, sitting, standing, walking, bending, reaching and climbing. Position requires working at a desk and utilizing a computer for prolonged periods of time and good eye/hand coordination. Vision abilities required by the job include close vision. Position requires use of hands to safely handle and move collection objects according to the most current approved museum standards. Position periodically requires standing for prolonged periods of time. Position requires occasional lifting of up to 20 pounds to a height of five feet for the purpose of accessing or storing library or art-related collections objects.
- *Work Environment:* The majority of work will be performed in an office environment. The noise level in the work environment is usually low to moderate. Work requires periodic transport of packed library objects to and from local off-site storage facilities. Work requires occasional independent travel to and from these local off-site library and art storage areas as well as performance of inventory-related activities in these storage areas. Periodic travel as a courier to accompany exhibitions and loans worldwide required. Occasional weekend, evening and night work hours also required.

EMPLOYEE ACKNOWLEDGEMENT

The above information is intended to describe the general nature and level of work performed by an employee assigned to this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, skills and physical demands required of personnel so classified. The employee may be required to perform other job-related duties as requested by the supervisor. The Museum reserves the right to revise or change position duties and responsibilities as necessary to accommodate changing organizational needs. This position description does not constitute a written or implied contract of employment.

I have read and agree to the above in accepting the position of **Registrar of Exhibitions**.

Signature of Employee

Date