METAL MUSEUM

JOB DESCRIPTION
Registrar

Reports to: Executive Director **Status:** Full time, Exempt

Mission and Description of the Metal Museum

The Metal Museum is the only museum of its kind in the country dedicated to preserving, promoting, and advancing the art and craft of fine metalwork. The Museum engages the metals community and the surrounding region through exhibitions, collections, studio practice, and community education and engagement. The permanent collection and exhibition program reflect a wide range and mixture of metalsmithing, including ferrous and nonferrous metals, hollowware, jewelry and architectural elements. With its unique focus on artwork and fine crafts made in metal, the Metal Museum helps initiate and promote dialogue and understanding of the field and its relevance in our modern culture.

Purpose

To support the documentation, preservation, presentation, and access to the artwork owned by the Museum and on loan from other institutions and private collectors through creating, organizing, and maintaining all records relating to the permanent collection and incoming/outgoing artwork loans.

Essential Functions and Responsibilities

Administrative

- Assist Museum leadership in creating and implementing Museum policies, procedures, and best practices encompassing artwork documentation and preservation, shipping, and security of artwork in transit.
- Maintain minutes and other relevant notes/documentation pertaining to Collection Committee meetings.
- Assist in training Curatorial Department interns and volunteers, as well as cross training other Museum staff, interns, and volunteers when necessary.
- Perform other duties as assigned within the scope of responsibility and requirements of the position.

Collections Management & Registration

- Create, update, and maintain all physical and digital records of collections, artists, and donor files.
    - Process and prepare documentation and materials for new acquisitions, deaccessions, and incoming and outgoing loans.
    - Prepare legal documents related to collections including: insurance policies and certificates, deeds of gift, and related acquisition forms.
- Responsible for all shipping of artworks required for permanent and temporary exhibitions, new acquisitions, and outgoing loans.
    - Solicit estimates for fine art shipping and schedule all incoming and outgoing artwork shipments.
    - Assist Preparator with local pick-up and deliveries of artwork and releasing/receiving artwork as directed.
    - When required, acts as courier for loans and exhibitions.
    - Maintaining records pertaining to shipment of artwork.
- Assist the Preparator with the unpacking, conditioning, and packing of all art objects from the Permanent Collection for all new acquisitions, outgoing loans, long-term incoming loans, and for long-term storage. Complete these tasks for all book acquisitions.

- Communicate with insurance company regarding collections and temporary exhibitions, including certificates of insurance, damage claims, and photo documentation.
- Performs object provenance research and facilitates rights and reproduction requests.
- Track environmental conditions and pest management in all art storage spaces and galleries.
- Coordinate and supervise photography of museum collections and temporary loan objects for catalogs, research requests, and other documentation
- Assist Collections & Exhibitions Manager with research requests and special collections projects (i.e. Visible Storage, specific object collection processing, Library & Archives collections, etc.).

Exhibitions:

- Assist Collections & Exhibitions Manager in organizing exhibitions of fine metalwork (~6 per year) and coordinate all practical arrangements for each exhibition, including loan negotiation, contract and loan agreement preparation, condition checking, packing, transport, insurance, couriers, installation, and photography. Assist Preparator with the care and handling of objects loaned for exhibitions including condition reporting, handling, and temporary storage. Typical exhibitions include:
    - The *Master Metalsmith* (1 annual) and *Tributaries* (2-3 per year) exhibition series,
    - outside traveling group exhibitions (~1 each year), and
    - in-house temporary group exhibitions (~1 each year).
- Update and maintain all records pertaining to the Museum's exhibitions, including lender files, loaned object files, and shipping documents. Oversee digitization and reorganization of exhibition files for the institutional archive.
- Assist with exhibition installation and deinstallation, including gallery and furniture cleaning, painting, lighting, and didactic installation.
- Assist supervisor with all exhibition-related content proofing and the creation of exhibition catalogs, including coordination of image captions, credits, and proofing.

Qualifications & Qualities of the Ideal Candidate

- A BA with a major in contemporary art history, museum studies, or a related field is required. Master's degree preferred. Minimum 1-2 years of experience with collections & exhibitions work in a museum or gallery preferred. Will consider an equivalent combination of relevant education and experience.
- Genuine interest in museums, metalworking, and visual arts strongly desired.
- Ability to work with a diverse array of people, including Museum guests, supporters, clients, vendors, volunteers, and staff, in both large and small groups.

Skills and Technical Competencies

- Proficient in Microsoft Office Suite, G Suite, Adobe Acrobat Pro. Previous collections database experience is a plus.
- Strong interpersonal skills and ability to work independently as well as part of a team.
- Ability to communicate clearly and concisely, both written and verbal.
- Detail oriented and strong organization skills.
- Able to take initiative and anticipate actions that are needed.
- Ability to multi-task and conceptualize steps involved in implementing projects.

Hours, Compensation, and Benefits

The work week for this position is Monday through Friday, 9:30AM – 5:00PM, with rotating Sundays, 9:30AM – 5:00PM (approximately once per month). Additional hours (nights and weekends) may be required. All full-time staff are expected to be available to assist with Museum events. All Museum staff must be available the week before, during, and after Repair Days, which is held annually in the fall.

The salary range for this position is $38,000-43,000. Salary is contingent on experience and ability. Benefits include health insurance and a 3% Simple IRA employer match after 2 years of employment.

To Apply

Send a cover letter, resume, and two references to Quamesha Brown, Operations Manager, at quamesha@metalmuseum.org. Please, no phone calls.

The Metal Museum is committed to building a culturally diverse staff and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We strongly encourage LGBTQIA+ individuals, people with disabilities, Black, Indigenous, and people of color to apply.