

Vincent Price Art Museum Foundation Contractor Description

Title: Museum Registrar

Pay Range: \$29–36/hour (based on experience); 20–30 hours per week

Summary: The Registrar is responsible for overseeing all areas of the Vincent Price Art Museum's registration responsibilities, including incoming and outgoing loans, storage, temporary and traveling exhibitions. The position oversees the safe handling of artwork during preparation, installation, and de-installation of works on exhibition. This includes the safe handling and transporting works of art, ensuring objects are properly installed for exhibition and storage, maintaining accurate location records, advising on the safest ways to pack and move objects.

The registrar reports to the Foundation's Interim Executive Director and is in direct consultation with the Museum Director for day-to-day registration projects and activities. The Registrar is a contracted, temporary, grant-funded and project-based position that is expected to last from 8–12 months, with the possibility that the role could extend beyond that timeframe.

Duties:

- Oversees the care, safety, documentation, transportation, and tracking of all artworks within the museum as related to the permanent collection, loans, and temporary exhibitions.
- Manages the logistics associated with loans and traveling exhibitions, including documentation, loan agreements, condition reports, packing, shipping, receiving, and couriating art objects as needed.
- Coordinates rights and reproduction requests and processes to ensure accurate accreditation and licensing of reproductions of art objects on exhibit.
- Coordinates the planning, scheduling, and production of exhibitions with the curatorial and preparatory teams.
- Perform other duties and responsibilities as assigned.

Qualifications:

- A bachelor's degree from an accredited four-year college or university with a major in Museum Studies, Fine Arts, Cultural Studies, Literature, English, Art History, Art Administration, or a closely related field; Master's degree in Museum Studies is preferred; or an equivalence to the qualifications above.
- 2 years of experience with registration in a museum or gallery setting.
- Knowledge of best practices and procedures for art handling, installation, storage, and condition reporting.

Skills:

- Strong technology skills, including Microsoft Office applications, collections management software (EmbARK Collections Manager by Gallery Systems), and Google Workspace.
- Attention to detail and the ability to carefully read through loan agreements, identifying key clauses, obligations, and restrictions is essential, ensuring that nothing is overlooked or misunderstood.

- Excellent organizational and time management skills.
- Strong written and oral communication skills
- Strong interpersonal skills and the ability to multitask.
- Bilingual English/Spanish is a plus.

Special:

- A valid Class "C" California driver's license is required. Travel throughout the District is required.

Reasonable Accommodations:

- Our class specification generally describes the duties, responsibilities, and requirements characteristic of the position(s) within this job class. The duties, responsibilities, and requirements of a particular position within this class may vary from the duties of other positions within the class.
- In accordance with the Americans with Disabilities Act (ADA), the Vincent Price Art Museum Foundation provides reasonable accommodation to qualified individuals with covered disabilities on a case-by-case basis throughout the application, examination, and hiring processes and throughout employment. If an individual is in doubt about his or her ability to perform the duties and responsibilities of a position or possession of any other requirement noted in a class specification or job announcement, he or she should always apply for a position and request reasonable accommodation at the appropriate time.

Submit resume and cover letter by April 11th, 2024 to: htubtim@vpam.org