



REGISTRAR

Department: Collections & Exhibitions
Reports to: Director of Collections & Exhibitions
Date: 2/5/2014
Job Code: TBD

Location: San Francisco
Status: Full Time
Hours: TBD
FLSA Code: Exempt

SUMMARY OF POSITION:

The Registrar maintains both digital and hard copy collection records. This position oversees all incoming/outgoing loans to The Walt Disney Family Museum and coordinates logistics for art transportation. The Registrar plays a key role in the storage, installation, and security of artifacts. In addition, he or she provides support to guest curators and other staff as it relates to the permanent collection and special exhibitions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following reflects the Walt Disney Family Foundation's definition of essential functions for this position, but does not restrict the tasks that may be assigned. The Director of Collections and Exhibitions may assign or reassign duties and responsibilities to this position at any time.

Information Management

- Maintains complete and accurate digital and hard copies of all collection records, including but not limited to accessions and loans
- Serves as administrator for the EmbARK collections management database by performing the following functions:
 - Creates users and monitors user access levels.
 - Works with IT to ensure database is backed up regularly, updates to software are completed, and adequate allocations for server space are determined.
 - Designs custom reports for individual users.
 - Trains new users and provides technical support.
 - Secures database by developing and maintaining data input controls.
 - Communicates with EmbARK technical support for database troubleshooting.
- Disseminates information regarding the permanent collection and special exhibitions to other museum departments, researchers, and guest curators
- Catalogs new acquisitions and backlog of artifacts not currently in EmbARK.
- Supervises individual and group access to artifacts and collection records.
- Creates and updates collections related forms as needed.
- Contributes to exhibit label copy, ensuring that the Museum style guide is incorporated and credit lines are accurate.
- Organizes and implements inventory projects, and generates relevant documentation.

Collections Management and Exhibitions

- Oversees accession and deaccession of collection objects.
- Processes donations to the collection and generates Deeds of Gift.
- Manages all logistics and documentation for incoming/outgoing loans and in-house traveling exhibitions, including but not limited to handling, numbering, packing, and condition reporting
- Generates the Museum's standard facility report and reviews facility reports of prospective loan venues.

- Prepares loan agreements for all exhibition and collections loans, and communicates effectively with potential lenders.
- Coordinates with outside shipping companies, freight forwarders, and customs brokers to arrange shipping.
- Visually inspects and assess condition all objects entering the Museum, taking photographs as needed.
- Presents both loan objects and new acquisitions to conservators for formal conservation review.
- Coordinates all object movement and tracks locations, including scheduling security guard escorts for transport between Museum buildings.
- Participates in exhibition installation and de-installation staging for core gallery rotations and special exhibitions.
- Assists in the management of gallery and artifact storage areas in collaboration with other Museum staff.
- Orders artifact handling and archival storage supplies.
- Attends regular departmental staff meetings as well as other interdepartmental meetings as directed.
- Initiates, drafts, and, upon adoption, implements collections management policies.
- Remain informed of collection management principles and procedures in the field.
- Supervises and delegates duties to temporary registrarial staff and interns.

QUALIFICATIONS:

- Strong command of American Alliance of Museums (AAM) standards and best practices for collections management.
- Understanding of exhibition development process.
- Proficient with collections management software. Prior knowledge of EmbARK a plus.
- Must be detail oriented and able to manage multiple projects simultaneously.
- Excellent interpersonal skills to relate and communicate, both written and oral, to all levels of Museum community.
- Visual acuity for object inspection and reading fine print.
- Physical dexterity for working with cumbersome or fragile materials.
- Able to follow safe work practices.

EDUCATION AND EXPERIENCE:

A combination of experience and education that demonstrates possession of the necessary knowledge and abilities for this position is required as noted...

- Must possess a Master's degree from an accredited college with specialization in museum studies, history, art history or related field.
- Completed coursework in collections management. Legal studies a plus.
- At least five years of experience as a registrar in a museum, gallery, private collection or other cultural organization.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and 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 of this position. Physical requirements include stooping, kneeling, bending, standing, squatting/crouching, crawling/kneeling, pushing/pulling, climbing (ladders) and reaching above the shoulders and lifting of up to 50 lbs. Lifting and transporting of moderately heavy objects, such as furniture, file cabinets,

equipment, boxes, etc. Must be able to work in a low-temperature, climate-controlled office environment. Work may require occasional weekend and/or evening work.