



LAGUNA ART MUSEUM

Date Created: January 2023
Position: Collections and Registration Manager
Reports To: Deputy Director
FLSA Status: Exempt / Full-Time Position

This position is responsible for ensuring the safety, accurate registration and accessibility of all artworks, archival materials and library resources in the museum's permanent collection as well as those on loan to the museum. A critical function of the position is to establish and maintain compliance in collections management and registration industry best practices.

Duties and Responsibilities:

- Responsible for the assessment, cataloging and physical care of the permanent collection including storage, movement, documentation, packing, safe shipment, and rehousing of artworks
- Responsible for the upkeep of the museum's collections management database
- Ensure the safe and accurate registration and installation of all works on loan to the museum for exhibition and assess the conditions of all such loans
- Work with Exhibition and Graphic Designer to plan and oversee installations of artwork for exhibition
- Responsible for maintaining a clean and safe artwork storage environment
- Manage all logistics around incoming and outgoing loans of artwork, including planning for shipping and packing as well as insurance
- Responsible for the digitization and photo documentation of all works and items in the museum's care
- Manage access to the museum's permanent collection and research library and related research inquiries
- Prepare new acquisitions worksheets for presentation to the Collections Committee
- Implement accessioning and deaccessioning processes per the museum's Collections Policy
- Manage and play a major role in setting the budget for exhibitions and collections management
- Identify works from the permanent collection that are in need of conservation
- Maintain working knowledge of the museum's HVAC systems as it pertains to the environmental needs of the permanent collection and exhibition spaces.
- Work with Facilities staff & Pest Control Vendor on integrated pest management (IPM) for museum & storage areas.
- Perform occasional courier duties as needed
- Maintain an up-to-date understanding of industry best practices and applicable state and federal laws to ensure the best possible care for the museum's permanent collection

Job Requirements:

- Seven years' experience in a museum collections management and/or registration role
- Familiarity with and mastery of industry terms and best practices
- Advance experience with museum collections management databases
- Ability to preserve confidentiality of information

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- Basic knowledge of tools and exhibition installation
- Ability to prioritize multiple tasks and work within strict deadlines in a fast-paced environment
- Strong organizational skills and attention to detail
- Proficient in word processing applications, spreadsheets, presentation software and social media management tools
- Excellent written communication skills (i.e. business letter writing, grammar, etc.)
- Excellent oral communication skills (i.e. ability to deal effectively with others, speak professional on the phone, etc.)
- Good judgement and creative problem-solving skills
- Good interpersonal skills, desire to be a team player and a sense of creativity

Supervisory Responsibilities

Directly supervises employees and volunteers. Carries out supervisory responsibilities in accordance with the museum's policies and applicable laws. Responsibilities include hiring, training employees; planning, assigning, and directing work; rewarding employees, disciplining employees, which could include terminating; addressing complaints and resolving problems.

Education and/or Experience

Bachelor's degree (B.A.) in a related field from four-year college or university; or +7 years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret the most complex documents. Ability to write speeches and articles using original or innovative techniques or style.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, mark-ups, interest, proportions, and percentages.

Certificates, Licenses, Registrations

Valid California State Driver's License required with acceptable driving record.

Physical Demands

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is regularly required to stand; walk; sit; climb or balance; and stoop, kneel or crouch. The employee is regularly required to climb stairs and/or ladders. Work requires frequent visits to project sites, walking, standing, bending, carrying items 25-50 pounds and climbing to lift up to 50 pounds and carry a distance of 10 feet and to push and/or pull up to 50 pounds a distance of 10 feet.

Work Environment

The 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.

Compensation

Compensation for this position ranges from \$52,000-\$67,000 per year, depending on candidate experience.

To Apply

Please email a cover letter and resume to Victoria Gerard, Deputy Director, at vgerard@lagunaartmuseum.org. Please use "Collections and Registration Manager" as the email subject line.