



# LAGUNA ART MUSEUM

**Date Created:** July 2022  
**Position:** Collections and Registration Assistant  
**Reports To:** Registrar and Collections Manager  
**FLSA Status:** Full-time, Non-Exempt

## **About the Position:**

Laguna Art Museum is the longest serving art museum in Southern California. Connecting the public with California art and artists has been at the core of its existence since it was founded by artists in 1918. Perched on the cliffs above the Pacific Ocean, many of the museum's programs and activities are inspired by Laguna Beach's unbeatable natural environment. A new leadership team in 2021 has been focused on several major goals including expansive audience education, strengthening relationships with community, enhancing the museum's collection of art, increasing earned revenue to sustain operations and inspiring confidence in existing and new donor support. In 2022, the museum served more people than in any time in the last decade. Recently, the museum revamped its vision and mission *to be locally loved and nationally recognized*. Our mission is to enlighten and engage people of all ages through art that embodies and preserves the California experience.

Laguna Art Museum is seeking a Collections and Registration Assistant to work directly with the Collections and Registration Manager to ensure the safety and accurate registration of all artworks within the museum's permanent collection as well as those on loan to the museum. The Collections and Registration Assistant will be part of a dynamic team working together to elevate the museum's collections and registrations practices. A candidate with initiative and a drive to make a difference will assist with marking a new era at the Laguna Art Museum.

## **Duties and Responsibilities:**

- Assist with the assessment and physical care of the permanent collection including storage, movement, documentation, packing, safe shipment and rehousing of artworks.
- Accurately maintain records in the collections management database to register all movements of artworks and critical updates related to the collection.
- Work with Exhibition Team to coordinate installation and de-installation of objects for exhibition.
- Participation in exhibition installation and de-installation in support of the Registrar and Collections Manager and the safe installation of artworks.
- Assist Registrar and Collections Manager in assessing incoming and outgoing loans, including performing condition checks and condition reports.
- Pack and transport artworks from the museum's storage facility and/or other off-site locations.
- Assist with the digitization of non-accessioned assets and archival materials.
- Maintains exhibition meeting agendas and notes.
- Implement plans for regularly checking and cleaning artworks on display.
- Implement plans for maintaining a clean and safe artwork storage environment and for rehousing and storing artwork according to best practice

**Job Requirements:**

- Two years' experience in a museum collections, registration or adjacent role
- Familiarity with industry terms and best practices
- Experience with museum collections management databases
- Knowledge of constructing storage supports and mounts preferred, but not required
- Ability to preserve confidentiality of information.
- Basic knowledge of tools and exhibition installation
- Ability to prioritize multiple tasks and work within strict deadlines in a fast-paced environments.
- 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 professionally on the phone, etc.)
- Good judgement and creative problem-solving skills
- Good interpersonal skills, desire to be a team player and have a sense of creativity

**Education and/or Experience**

Bachelor's degree (B.A.) in a related field from four-year college or university; or +3 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 \$16.83 per hour to \$25.50 per hour depending on candidate experience.

July 2023

**To apply**

Please email a cover letter and resume to Laura Belani, Registrar and Collections Manager at [lbelani@lagunaartmuseum.org](mailto:lbelani@lagunaartmuseum.org). Please use Collections and Registration Assistant as the email subject line.