



# LAGUNA ART MUSEUM

**Date Created:** May 2024  
**Position:** Registrar and Collections Manager  
**Reports To:** Deputy Director  
**FLSA Status:** Exempt / Full-Time Position

## **Description:**

Our growing organization is looking for a dynamic new team member ready to jump in and start taking our organization to new heights. This is a great opportunity for someone who is ready to step up and into a management capacity and be part of strategic decision-making while still being hands on. This critical 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. As Laguna Art Museum moves towards AAM accreditation, the Registrar and Collections Manager will have the opportunity to establish and maintain compliance in collections management and registration industry best practices at the museum's on-site storage and galleries as well as the museum's off-site storage facility.

## **About Laguna Art Museum**

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. 2021 brought a new leadership team to the museum who is focused on several major goals including expansive audience education, strengthening relationships with the communities we serve, enhancing and diversifying the museum's permanent art collection, increased earned revenue to sustain operations and inspiring confidence in existing and new donor support. The museum served more people in 2022 than at any time in the last decade, and this positive trend continues. 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*.

## **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 clean and safe artwork storage environments
- 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 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 as well as a minimum of 3 years supervisory experience
- Familiarity with and mastery of industry terms and best practices
- Advance experience with museum collections management databases
- 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 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.

*May 2024*

**Mathematical Skills**

Ability to calculate figures and amounts such as dimensions of artworks in relation to space, 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 \$67,000- \$90,000 per year, depending on candidate experience.

**To Apply**

Please email a cover letter and resume to Victoria Gerard, Deputy Director, at [vgerard@lagunaartmuseum.org](mailto:vgerard@lagunaartmuseum.org). Please use "Registrar and Collections Manager" as the email subject line.