

## Museum of Contemporary Native Arts (MoCNA)

### JOB DESCRIPTION

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| <b>TITLE</b>          | <b>Museum Collections Registrar</b>               |
| <b>DEPARTMENT</b>     | <b>Museum of Contemporary Native Arts (MoCNA)</b> |
| <b>CLASSIFICATION</b> | <b>Exempt</b>                                     |
| <b>REPORTS TO</b>     | <b>Curator of Collections</b>                     |
| <b>LAST UPDATED</b>   | <b>April 2018</b>                                 |

### SUMMARY OF RESPONSIBILITIES

Under the direction of the Curator of Collections, the Museum Collections Registrar will be involved in all aspects of the physical care, handling, documentation and loans of MoCNA'S collection. The incumbent will also be charged to oversee the condition reporting and insurance coverage of incoming/outgoing loans. As expected of all employees, this position requires the incumbent to perform his/her job responsibilities in a manner consistent with IAIA's overall mission, vision, and core values of the Institute of American Indian Arts.

### ESSENTIAL FUNCTIONS:

Registration responsibilities and duties include the following but are not limited to:

- Responsible for the registration process of new and existing acquisitions to the collection including gifts, purchases and bequests.
- Develops and maintains database(s) of collection items and images; compiles and verifies collection documents, to include both manual and computerized records and forms.
- Provides oversight of the collections digitization including metadata creation, contributes to the development of policies, guidelines, and best practices.
- Oversees the care and use of the collection ensuring proper storage, handling and preventative conservation.
- Ensures compliance with established insurance regulations and/or protocol in the movement, packing, and shipping of objects.
- Prepares Acquisition Committee Agenda for bi-monthly meetings.
- Records and maintains acquisition meeting minutes.
- Monitors legal and ethical implications and standards from and into the permanent collection.
- Oversees Rights & Reproductions requests of the collections.
- Responsible for the oversight of outgoing loans of the collection (loan agreements, facilities reports of borrowing institutions, insurance etc.)
- Helps to maintain a stable and secure environment of the collection.
- Provides direct oversight to student workers, interns and volunteers.
- In collaboration with the Curator of Collections, conducts periodical review and recommends changes to registration systems to maintain applicability, consistency, and operation.
- Functions as courier or designate courier for loans from the collection.
- Provides information of the collection to other departments as needed.
- On an as needed basis, identifies and engages outside contractors for conservation, rigging, packing, crating, shipping, photography and/or insurance services of the collection.
- Performs other duties as assigned.

Additional responsibilities and duties include the following but are not limited to:

- Attendance of meetings at museum, campus and other locations.
- Assists with the installation/de-installation of exhibitions, as needed.

- Contributes to MoCNA's Social Media accounts such as Facebook.
- Aids other institutional departments, as needed.

## **REQUIRED EXPERIENCE AND EDUCATION**

Must have BFA or BA in Museum Studies or related field, plus five (5) years of direct/hands-on museum experience working with exhibitions, loans and care and storage of collections. Must also have experience with packing, shipping, condition reporting and object movement. Must have knowledge of current legal and ethical standards of transactions with museums. Must have a current/valid driver's license and a clean driving record. Must have a clear satisfactory background check.

## **REQUIRED COMPETENCIES, KNOWLEDGE, SKILLS AND ABILITIES**

- Current and demonstrated knowledge of the techniques used in museum registration.
- Experience with digitization of collections including file naming conventions, file storage and retrieval processes, metadata creation, and best practices.
- Current and demonstrated knowledge of art exhibitions, loans, maintenance and storage of art collections.
- Current and demonstrated knowledge in the packing/shipping and inspection of art objects.
- Proven ability to work independently and under close supervision, or as assigned, and to bring projects to completion in a timely manner.
- Highly effective verbal, listening and written communications skills with the ability to communicate clearly and effectively with all levels and with all people and groups, in order to clearly and effectively exchange and provide information.
- Ability to maintain effective working relationships internally and externally, which includes demonstrating a pleasant, courteous and professional demeanor and presence at all times.
- The candidate must have proficient knowledge in the following areas:
  - Effective organizational skills, in order to complete assignment and/or projects as required.
  - Highly collaborative, interpersonal and problem-solving skills, in order to quickly, professionally and effectively resolve a wide-range of issues/problems.
  - Strong analytical and decision making skills in order to oversee the key functions of accession, de-accession, registration and the handling/packing/movement and/or inspection of art objects.
- Adhere to appropriate professional standards of conduct and ethics, including but not limited to:
  - confidentiality
  - integrity and honesty
  - follow directives
  - exhibit ability to adapt to changing work environments
  - cooperates and works respectfully with others
  - participate in pro-active problem solving
  - attend to assigned job duties
  - and participate in meetings as required
- Ability and willingness to perform other work-related duties as assigned.
- Must have a current/valid and clean driving record in order to be bondable to use IAIA fleet vehicles.
- Must have a satisfactory background/criminal background in order to be bondable in handling.

## **PREFERRED COMPETENCIES, KNOWLEDGE, SKILLS AND ABILITIES**

- Demonstrated interest and/or ability to work in collaboration with American Indian artists and communities to create long-term, meaningful relationships.

## **WORKING CONDITIONS**

- Ability to physically move, carry and/or maneuver objects weighing up to 30lbs.
- Ability to reach and retrieve over-head objects weighing up to 25lbs.
- Ability to bend or stoop.
- Ability to work in a dusty and noisy environment.
- Ability and skill to provide basic to complex information, verbal or written related to the performance of essential functions.
- Occasional local and out-of-town travel for meetings and conferences (personal vehicle or company vehicle).

- This job description does not list all the duties of the job and must perform other duties as assigned.
- Management has the right to revise this job description at any time.
- The above statements are intended to describe the general nature and level of work being performed by the candidate(s) of this job.
- The essential functions are not intended to be an exhaustive list of all responsibilities and activities required of the position.
- The job description is not a contract for employment.