

27 June 2016

## Mississippi Museum of Art

POSITION: Registrar  
CLASSIFICATION: Non-Exempt  
REPORTS TO: Chief Curator  
STATUS: Full-time



MISSISSIPPI MUSEUM of ART

### POSITION SUMMARY

The Mississippi Museum of Art has been a community-supported institution for more than 100 years. The Museum boasts a seasoned staff of professionals that works to ensure that the Museum's exhibitions, programs, operations, and community outreach are of the highest quality and relevance to the people of Mississippi. The Registrar will oversee the Museum's registrarial responsibilities in acquiring, preserving, and exhibiting the objects in its collection; assist in the development and implementation of collections policies and procedures; will be responsible for registration, care, handling, records management, and storage of works of art in the permanent collection and on loan.

### ESSENTIAL FUNCTIONS

- Schedule and perform all packing, shipping and insurance functions for the collection and temporary exhibitions; complete condition reports; serve as courier for artwork on loan
- Facilitate the daily care and preservation of the Permanent Collection including storage, environmental control, Integrated Pest Management, and record keeping; Develop and process forms and relevant documents regarding the care of the collection.
- Assist in the planning and installation of temporary exhibitions, and rotation of the collection in cooperation with other staff members.
- Maintain the Collections Management Database.
- Abide by all Museum policies and procedures, perform required administrative tasks in an accurate and timely manner.
- Work with other Museum staff to ensure smooth operation of the Museum's daily programs and events. Represent the Museum with the highest level of integrity and enthusiasm, work positively with colleagues and the public.

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This is a list of Essential Functions for this position and is not designed to be a comprehensive itemization of every activity, duty, or responsibility that may be encountered. Activities, duties, and responsibilities may be changed, added, or eliminated at any time.

### **COMPETENCY**

- Working knowledge of museum standards for Collections Management as set forth by the American Alliance of Museums
- Proficiency in art handling and knowledge of art storage requirements
- Detail oriented and highly organized
- Self-motivated
- Highly proficient computer skills including Collections Management databases
- Able to apply good judgement to a variety of situations

### **SUPERVISORY RESPONSIBILITIES**

- Preparators (shared with Curator of Exhibitions)
- Seasonal Registration Interns and volunteers

### **PHYSICAL DEMANDS & WORK ENVIRONMENT**

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

- Must have physical dexterity for working with cumbersome or fragile materials and able to follow safe work practices.
- Work may be performed both indoors and outdoors throughout the facility and grounds as well as at off-site locations.
- Position may require sitting at a desk, standing, walking, climbing, bending and stretching, and enough physical strength to lift and carry a minimum of 50 pounds unassisted.

### **EXPECTED HOURS OF WORK**

This is a full time position requiring availability during normal office hours as well as some nights and weekends. Some extended periods of travel may be necessary.

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## **TRAVEL**

- Travel outside the local area may be required of this position.

## **REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's Degree in art history or related field
- Three years of related experience
- Collections Management Database

## **PREFERRED EDUCATION AND EXPERIENCE**

- Master's Degree in Museum Studies, Public History, Art History, or other related field
- Background in or direct experience with managing employees
- Background in or direct experience with museum operations

## **ADDITIONAL ELIGIBILITY QUALIFICATIONS**

- Applicant must successfully complete training and a 60-day probationary period, and may be subject to a background check.

**Interested applicants should forward by email a cover letter with résumé to [careers@msmuseumart.org](mailto:careers@msmuseumart.org). No phone calls please.**

**The Mississippi Museum of Art is an Equal Opportunity Employer.**