



**Position Title:** Art Gallery Registrar  
**Reports To:** Director  
**Department:** Art Gallery System  
**Prepared By/Date:** Lula Rodriguez/5-24-2011  
**Approved By/Date:** Lula Rodriguez/6-08-2011  
**Revised:** Elaine Spence/6-08-2011

**Job Code:** 3618  
**Job Group:** SNE  
**Salary Grade:** 11  
**FLSA Status:** Non-Exempt

### **Summary:**

This position manages all collection records, inventory control, rights and reproductions, and cataloging of new acquisitions and loans. Work includes, but is not limited to generating and managing loan agreements, facility reports, deed of gifts and all other documentation related to acquisitions, loans and temporary exhibitions.

### **Essential Duties and Responsibilities:**

- Responsible for leading College-wide initiative to update and maintain collection management database that includes inventory of permanent collection, collections on long-term loan, and campus loan program under the supervision of the Director and Associate Curator
- Maintains complete and accurate electronic and hard copies of all object records.
- Responsible for all digital and paper documentation related to the permanent collection and exhibition loans in close collaboration with the Art gallery System's Director and Curator team
- Maintains Collection management database and data input management including digital images
- Manages correspondence and logistics associated with loans to Miami Dade College's Art Gallery System including generating loan agreements, loan records, insurance, shipments, and condition reports
- Catalogues new acquisitions in collaboration with the Art Gallery System's Director/Chief Curator and Curatorial team
- Secures images and non-exclusive licenses for permanent collection works and new acquisitions
- Processes rights and reproduction requests
- Coordinates the Art Gallery System's fine arts insurance coverage and risk management
- Coordinates all aspects of quarterly Collection Committee meetings in association with Curatorial staff
- Supervises work-study assistants, interns, and volunteers who are assigned registration duties
- Participates in regular departmental staff meetings as well as other interdepartmental meetings as directed
- Prepares grant reports and assists in grant writing projects as necessary
- Disseminates information as needed to other departments, researchers, and students
- Performs other duties as assigned.

### **Knowledge, Skills and Abilities:**

- Excellent project management skills
- High level of written and oral communication skills
- Detail oriented with special attention to accuracy
- Ability to be flexible, communicative, and work collaboratively in a team environment
- Excellent knowledge of conservation/preservation practices
- Experience and knowledge of collections management software i.e., File Maker Pro or The Museum System
- Knowledge of copyright, fair use, and licensing in regards to the visual arts

- Strong computer skills including Microsoft Office suite and Access
- Familiarity with social media tools and digital image management
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**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 frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move heavy or cumbersome objects. May be exposed to climate control issues where the collection is currently stored; conducive to high levels of humidity and other conditions.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-Essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor of Arts degree in Art History, Museum Studies, Studio Art Library Science or relevant field and two (2) years of experience in museum registration or within the fine arts industry

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name