

Title:	Registrar
Job Type:	Full-time (exempt)
Hours:	Monday through Friday, 9am-5pm; plus additional hours as needed
Salary:	\$51,000
Location:	Dubuque, Iowa, on-site

ABOUT THE DUBUQUE MUSEUM OF ART (DuMA)

DuMA is a private, non-profit organization and the oldest cultural organization in Iowa, established in 1874, with a long history of serving a vibrant and supportive community. Accredited by the American Alliance of Museums in 2004 and named a Smithsonian Affiliate in 2016, DuMA maintains a growing permanent collection of over 2,700 works of art concentrating on early 20th century American art, including a significant collection of original works by Grant Wood, Edward S. Curtis, and contemporary regional artists. Open year-round, DuMA serves nearly 10,000 visitors annually and offers an ambitious schedule of unique programs for the public.

ABOUT THE POSITION

The Dubuque Museum of Art seeks an experienced professional for the position of Registrar during one of the most significant periods of growth and transition in the Museum's 150-year history. This is an exciting opportunity to be part of a major building project while establishing a new era at DuMA of collection care and exhibition management.

This new position has primary responsibility for all aspects of planning and executing the care and management of all Museum collection holdings and loans. The Registrar will project-manage multiple loan and collection exhibitions through the complete project lifecycle concurrently with a major collection move and reinstallation.

The successful candidate has demonstrable experience implementing the highest standards and best practices for managing a museum art collection including the creation and maintenance of collections management records, processes, and procedures; collections management system administration and user support; the movement, storage, and care of objects; courier services; overseeing image and rights management. The Registrar also supports exhibition development, preparation, and installation.

PROFESSIONAL

- Develop, implement, and uphold policies, procedures, and systems to effectively execute all collection management projects.
- Expand public access of the collection to meet organizational mission and strategic goals.
- Be a proactive, enthusiastic, and confident team member and prioritize open communication.
- Participate in committee and Board meetings, tours, and public programs as required.
- Remain current with approaches and developments in materials and techniques used in care, preparation, and display of the collection through continued professional networking, training, and conferences.

COLLECTIONS MANAGEMENT

- Administer and update all object and exhibition records within the Museum's Argus Collections Management System and web portal, ensure accuracy of data, provide training and support for users, and oversee system upgrades.
- Develop and adhere to collection data entry standards, manage database security and user access levels, discretely handle confidential information.
- Inventory all collection holdings on a regular basis per the Collections Management Policy.
- Coordinate and document internal and external movement of all collection and exhibition objects, generate lists and reports.
- Maintain an archive of all records and files for all collections, artists, donors, and exhibitions.
- Process collection acquisitions and deaccessions, from offer to disposition.
- Prioritize and perform object photography, processing of images, and uploading with associated metadata to Argus.
- Assist with public inquiries relating to collections, facilitate rights and reproduction requests and web portal inquiries.
- Research and clear copyright for objects when needed for press, publicity, or printed materials.
- Supervise and administer fine art insurance coverage for the collection, incoming loans, and outgoing loans from the collection.
- Ensure standards of best practice for care, cleanliness, and access to the collections are maintained in all collection and adjacent spaces.
- Lead conservation and preservation planning with Curatorial Director, conduct environmental monitoring of all collection spaces, producing monthly reports and charts.
- Work with Curatorial Director and Business Manager to maintain and update all emergency and security policies and procedures.
- Conduct annual emergency response training as a lead member of the response team.

EXHIBITIONS

- Oversee all aspects of lender and borrower negotiations and arrange packing, shipping, insurance, security, handling, and care for incoming and outgoing loans, produce and manage loan-related paperwork, maintaining digital and hard copy records.
- Condition all incoming and outgoing loans.
- Ensure all object handling, mounting, environmental, and security requirements, plus special storage, conservation, and installation needs are communicated and achieved.
- Monitor objects and conditions in display and holding areas and resolve issues with environmental conditions, lighting, cleanliness, and care of objects and object furniture.
- Manage and report on project budgets and expenditures, and continually seek cost savings.
- Assist with exhibition installations and deinstallations.
- Participate in project evaluations and debriefs, producing reports for review.

SUPERVISORY

- Work with Curatorial Director and Director of Learning and Engagement to establish a formal internship program, train and supervise volunteers, interns, and other staff assisting in collections management and exhibition projects.
- Lead staff training on art handling and security procedures.

QUALIFICATIONS AND SKILLS

- Bachelor's degree in art history, museum studies, art or equivalent degree/experience.

- 3+ years of experience in museum or gallery registration and/or collections care.
- 1+ years of supervisory experience.
- Documented success in logistics coordination and in meeting deadlines within a fast-paced work environment.
- Demonstrated knowledge of current museum standards and best practices in collection care and exhibitions, and enthusiasm for sharing that knowledge.
- Proficiency in Microsoft Word, Excel, Outlook, and PowerPoint; Google apps; online meeting and file sharing programs.
- Experience with or the ability to quickly learn and enthusiasm for utilizing specialized and project management software systems such as Argus, Adobe suite, and Asana.
- Proficiency with basic hand tools and ability to lift/carry up to 30 pounds.

WORK ENVIRONMENT AND JOB SPECIFICATIONS

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform this job.

- Perform work in a variety of indoor and outdoor environments.
- Frequently move around the facility and access or use computers, office equipment, telephone, and any other pertinent supplies, space, or equipment.
- Bending, kneeling, standing, walking, climbing, and occasionally work at heights, using ladders, lifts, and scaffolding.
- Regular work under time-sensitive conditions, with interruptions and changing priorities.
- Willingness to work weekends and evenings, and adjust hours as needed.
- Available to respond to alarms and time-sensitive requests as needed.
- Ability to travel and drive personal or rented vehicles as needed for exhibitions, loans, meetings, and conferences.

ADDITIONAL REQUIREMENTS

All offers of employment are conditioned upon a background check and 90-day probationary employment period.

APPLICATION INSTRUCTIONS

Qualified candidates should submit a cover letter, résumé, and a minimum of three professional references to hr@dbqart.org. No phone calls please.

The Dubuque Museum of Art is an equal opportunity employer. We are committed to equal treatment of all employees without regard to race, national origin, religion, gender, age, sexual orientation, veteran status, physical or mental disability or other basis protected by law.