

Briscoe Western Art Museum – San Antonio, Texas

Position Description

Collections Manager/Registrar

Reports To: President & CEO
Fair Labor Standard Act Status: Full-time, Exempt, and Salaried
Department: Collections

POSITION SUMMARY

The Collections Manager/Registrar reports to the President & CEO. The position is responsible for all related aspects of collections management, including the creation, organization, and maintenance of object files and forms associated with acquisitions, accessioning, cataloguing, loans, art/artifact handling, packing and unpacking, shipping, inventory and storage, pursuant to the care, custody, and control of collections. Work on temporary changing exhibitions accounts for 50% of the effort; permanent collections and exhibitions 40%; and, administration 10%.

Compensation: \$50,000 – \$70,000 annually, plus benefits.

ESSENTIAL FUNCTIONS

- Collections management;
- Plans, policies, and procedures relevant to the collections and their care;
- Security, preservation, and documentation of all collections, including the creation, organization, and maintenance of object files and forms associated with donations, deeds of gift, acquisitions, accessioning/de-accessioning, condition reporting, cataloguing, loans/loan agreements, art/artifact handling, packing and unpacking, shipping, inventory and storage, pursuant to the care, custody, and control of collections;
- Conducting inventories of the permanent collection and temporary exhibitions;
- Coordinating logistics for incoming/outgoing domestic and international shipments; ensures safe handling, packing, and transportation;
- Software programs to meet collection management requirements;
- Financial management and budgeting for the collections management department;
- Consultation in the creation of permanent, changing, and traveling exhibitions;
- Staff liaison for National Western Art Foundation Collections & Exhibitions Committee;
- Processes research as well as rights and reproduction requests;
- Supervises department staff, contract registrars, and interns;
- Performs other duties as assigned.

QUALIFICATIONS

- Advanced degree in an area of the museum's specialization, American and Western American art, history, and culture, is preferred;
- Proven ability in collections management and registration;
- Superior organizational and time management skills;
- Ability to problem-solve within budget restrictions and tight deadlines;
- Excellent written and verbal communication skills;
- Detail-oriented team player;
- More than three years of museum registration and/or collections management experience;

Collections Manager/Registrar

- Demonstrated knowledge of current registration practices and principles, including management of collection documentation records, digital image collection standards, rights for reproduction procedures, preservation standards, art handling and installation techniques, fine art insurance, packing, crating, and shipping standards, procedures for works of art, and deaccessioning;
- Evidence of scholarly research and writing;
- Microsoft Office (Word, Excel, Access, Outlook) proficient;
- Experience with collections management software;
- Experience with digital photography, scanning, and imaging software;
- Knowledge of techniques of selection, evaluation, preservation, restoration, and exhibition of artworks; and
- Knowledge of current market, collecting ethics, and current customs regulations in the area of collecting by the museum.

WORKING CONDITIONS:

Position requires periods of physical activity, including lifting at least 25 pounds and pushing 75 pounds with the assistance of a cart. Occasional evening, weekend, and holiday work is required.

Interested parties, send a cover letter and resume to email: info@briscoemuseum.org
Subject: Collections Manager/Registrar position