

Briscoe Western Art Museum – San Antonio, Texas

Position Description

Collections Manager/Registrar

Reports To: Head of Collections and Exhibitions and/or the President & CEO
Fair Labor Standard Act Status: Full-time; Exempt, Salaried
Department: Collections

POSITION SUMMARY

The Collections Manager/Registrar reports to the Head of Collections and Exhibitions and/or the President & CEO. The position will be 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.

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 of the collections management department;
- consultation in the creation of permanent, changing, and traveling exhibitions;
- processes research as well as rights and reproduction requests; and
- perform 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;
- demonstrated knowledge of current registration practices and principles, including management of collection documentation records, digital image collection standards,

preservation standards, art handling and installation techniques, fine art insurance, packing, crating, and shipping standards and procedures for works of art;

- 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. Evening, weekend, and holiday work is required.

Interested parties can send a cover letter and resume using any of these methods.

Facsimile/FAX

Subject: Collections Manager/Registrar

Fax Number: (210) 299-4118

or

Email

Subject: Collections Manager/Registrar

info@briscoemuseum.org