



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Museum Registrar/Collections Manager
Department:	Clark Atlanta University Art Museum
Reports To:	Director CAUAM

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

COLLECTIONS MANAGEMENT

Responsible for intellectual and physical control of permanent art collection and loan objects, including but not limited to managing accession paperwork, incoming and outgoing loan paperwork, storage and shipping arrangements; compiles, researches and maintains interpretive information on the permanent collection; responds to research inquiries and other requests from institutions and the public; responsible for performing or directing all conservation and preservation activities; manages rights and reproductions to obtain non-exclusive rights for permanent collection.

Directs or performs all routine object processing, including cataloguing, cleaning, photographing, condition reporting, labeling and storing object; creating and maintaining documentary records, routine inspections and reports.

Manages collections management database (EmbARK); develops and maintains protocol, policies and procedures for use of collections management database as main record system; develops and maintains consistent data entry practices, structure vocabulary and uses the programs to manage loans and exhibitions; supervises data entry.

Responsible for overall museum Collections Management Policy, including reviewing, updating and enhancing existing Collections Management Policy and collaborating with curatorial staff on balanced growth of the permanent collection.

Maintains museum quality storage space designed to provide safe housing, reasonable access and allowing for maximum flexibility; includes long-range planning for future storage needs, maintains inventory of archival supplies needed for initial storage and continual upgrading of existing storage conditions.

EXHIBITIONS MANAGEMENT

Supervises installation, de-installation and maintenance of museum's public exhibition areas; participates in creating long-term exhibition schedule; manages daily registration, exhibition preparation and installation schedule; participates in design of exhibitions, including layouts and design of exhibition furniture such as display cases to ensure appropriate, safe and secure display conditions. Supervises activities necessary for traveling exhibitions and acts as courier as needed.

Directs or performs all routing incoming and outgoing exhibition object processing, including cataloguing, cleaning, photographing, condition reporting, labeling and storing object; creating and maintaining documentary records, routine inspections and reports.

ADMINISTRATIVE ACTIVITIES

Reporting to the director, the Registrar/Collection Manager is a member of the senior management team and serves as principal advisor to the Director and senior staff on all aspects of collections management and policy making. Participates in short and long-term strategic planning.

Supervises staff, volunteers and interns as needed. Recruits, trains, and supervises volunteer and paid staff to carry out the responsibilities of the registrar’s office.

EDUCATION, TRAINING, AND EXPERIENCE

- Master’s degree in an appropriate area of specialization strongly preferred.
- Minimum five years of professional museum work, with progressively responsible museum experience preferred.
- Experience with collections management database, EmbARk, preferred.
- Major in art or art history preferred.
- Knowledge of museum terminology and programs.
- Knowledge of preservation and restoration principles and techniques.
- Knowledge of examination and evaluation methods for examining condition of art works.
- Skilled in coordinating preservation, restoration and shipping activities.
- Skilled in developing and maintaining documentary information in an organized manner.
- Ability to communicate effectively verbally and in writing.
- Ability to determine work priorities, assign work and ensure proper completions of work assignments.

Required Documents

1. CV or Resume
2. Cover Letter
3. Names of three recommenders

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Minimum Hiring Standards:

Education	M.A.
Years of Experience	5
Years of Management/Supervisor Experience	

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