



Cascadia Art Museum

Art of the Northwest 1870-1970

Registrar

Job Summary

The Registrar is responsible for managing the documentation, care, and movement of the museum's permanent collection and temporary exhibitions. This role ensures proper handling, cataloging, and preservation of artworks in accordance with museum standards and best practices.

Key Responsibilities

Collections Management

- Maintain and update the museum's collections database, ensuring accurate records of artworks, including provenance, condition, and location.
- Oversee inventory control, including periodic audits of the collection.
- Ensure compliance with museum policies and legal requirements related to collections, including copyright, loans, and acquisitions.

Exhibition Logistics

- Coordinate incoming and outgoing loans, including generating loan agreements and managing loan schedules.
- Oversee the packing, transportation, and storage of artworks for exhibitions.
- Conduct condition reporting for incoming and outgoing objects.

Documentation & Records

- Maintain meticulous documentation, including acquisition records, deeds of gift, and conservation reports.
- Track exhibition and loan schedules to ensure deadlines are met.

Preservation & Conservation

- Monitor environmental conditions in galleries and storage areas to ensure optimal preservation of the collection.
- Collaborate with curators and conservators to address conservation needs.

Administrative Duties

- Prepare and monitor the registrar budget for collections care and exhibition logistics.
- Assist in generating reports for board meetings or grants related to collections and exhibitions.
- Schedule, prepare and participate in monthly acquisition meetings. Preparing necessary paperwork for board approval of accessioned artwork.

Qualifications

Education & Experience

- Bachelor's degree in museum studies, Art History, or a related field (master's preferred).
- Minimum of 2 years of experience in registration or collections management in a museum or gallery setting.

Skills & Knowledge

- Proficiency in museum collections management software - PastPerfect
- Knowledge of best practices for art handling, storage, and transportation.
- Strong organizational skills with exceptional attention to detail.
- Ability to manage multiple projects and deadlines.
- Familiarity with conservation principles and museum ethics.
- Team Player and effective communicator

Physical Requirements

- Ability to lift and move objects up to 50 lbs.
- Comfortable working in a variety of environments, including galleries, storage, and loading docks.

Reports To: The Registrar will report to the Executive Director of Cascadia Art Museum.

In addition, the Registrar will work in close partnership with the Curator, whose expertise and guidance are integral to the success of the museum's collections and exhibitions. This partnership is formalized through a dotted-line relationship to the Curator, providing

- consistent collaboration on matters related to collection care, exhibition planning, and loan/gift processing procedures.
- specialized direction, so that the Registrar's efforts align with the Curator's vision and scholarly objectives.

Additionally, the Registrar will maintain a collaborative working relationship with the Director of Operations to coordinate logistical and operational tasks related to collections management, exhibitions, and museum-wide activities.

Schedule & Compensation 25–30 hours per week (flexible scheduling available). Compensation: \$30.00 per hour