

Associate Registrar

The Museo de Arte de Ponce is seeking for an Associate Registrar to assist the Chief Registrar with the documentation of collections usage, including collection inventories. This position also assist with the creation and maintenance of records, with the records of artwork transfer, shipping and transport locally, nationally and internationally for the permanent collection and temporary exhibitions, processing of loan contacts, generating crate lists, condition reporting and working with couriers and with the planning and records of temporary exhibitions.

The candidate will assist in all aspects of registration which includes supervision and maintenance and documentation of permanent collection and object records (manual and electronic), new acquisitions, administers traveling / temporary exhibitions and loans, condition reporting, coordinating logistics for packing, crating, shipping, installation / de-installation, tracking object movement and location, maintaining exhibition records, perform collection inventory and related documentation, artwork transfer, preparation of reports and other documents and representing the registrar upon solicitation, provides access and escort to permanent collection. If requested, may provide airport supervision and serve as courier for pick-ups and deliveries of exhibition loans when needed.

Requirements

Master Degree in museum studies, art history, cultural studies, or related field

At least 3 years related experience

Graduate Courses in Registration methods required

Experience with administration of NEA Arts & Artifacts Indemnity Grant a must.

Knowledge, Skills and Abilities

- Ability to establish and maintain effective working relationships and to work well with others in a team situation.
- Ability to maintain accurate records and documents.
- Ability to work collaboratively and independently to achieve institutional goals and tight deadlines.
- Computer skills (Microsoft Office- Words, Excel, Power Point).
- Knowledge of TMS, Gallery systems
- Excellent verbal and writing skills both in English and Spanish.
- Good organizational skills; and self-motivated.
- Good physical conditions due to standing up during long working hours. Able to climb, lift and move objects with some assistance.
- Highly organized with the ability to implement systems and follow up processes.
- Knowledge of care and handling of artwork.
- Knowledge of museum registration methods, cataloguing conservation and storage practices; legal and insurance issues; and governing rights and reproductions.

If you meet these requirements, we want to talk to you.

We offer a competitive compensation package and a challenging working environment.

Please send us, in complete confidentiality, your resume with salary requirements to:

careers@museoarteponce.org

Only qualified candidates will be interviewed.
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER