

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: MUSEUM REGISTRAR – APPLETON MUSEUM OF ART

PAY GRADE: P-3

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Responsible for overseeing preparation, care, registration and maintaining inventory of the art collection at the Museum.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor’s degree in art, art history, museum studies or closely related field is required.
2. Years of experience in field: Two years’ registration or collection management experience in a museum is required.
3. Special skills or abilities related to field: Knowledge of AAM standard museum principles, practices and procedures for collections management. Knowledge of research tools and methodologies. Excellent written and oral communication skills. Excellent interpersonal skills. Computer literate (word processing and database management). Ability to lift and move art and artifacts appropriately.

ESSENTIAL JOB FUNCTIONS:

1. Manages collection documentation of the permanent collection and works on loan agreements including paper files (such as deeds of gift, purchases, insurance, loan contracts, accession and de-accession, valuations), database and visual records.
2. Oversees cataloguing, inventory, appropriate media storage, care and security of all collections.

ESSENTIAL JOB FUNCTIONS: (continued)

3. Monitors climate and environmental conditions in galleries and storage areas.
4. Oversees all shipping arrangements for collections, loans and exhibits; supervises other staff in the handling, packing and moving of artifacts.
5. Assists in removal of items from storage for installation and returns items to storage after de-installation.
6. Supervises volunteers and student interns working with the collection or collection management.
7. Facilitates use of collection by scholars and students, including items on display and items in storage.
8. Conducts condition reports on all artifacts entering and leaving the museum.
9. Researches and recommends conservation efforts required for collections preservation; performs conservation as appropriate.
10. Reviews and approves housekeeping procedures used in maintaining gallery areas, artifacts on display and in storage.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works in an indoor environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Appleton Museum of Art

SUPERVISOR OF POSITION: Curator of Exhibitions
Appleton Museum of Art