

## JOB DESCRIPTION

**Title: Registrar**

**Reports To: Curator**

### **Purpose:**

The Registrar plays a key role in overseeing the CMA's 7,000 object collection and its art-related operations. The position implements best practices, policies, and procedures for accurate record keeping of art in the CMA permanent collection and ensures the safety of those objects. This position oversees all the details and logistics of incoming and outgoing art. The position is charged with the lead collaborative care, preservation, and risk management of the CMA's collections, ensuring that the collections are available for current and future visitors.

As part of the Curatorial Department in the Division of Art and Learning, the position supports the advancement of the Columbia Museum of Art through the museum's unique and growing collections, exhibitions, programs, and their relevancy to a broad and diverse range of audiences through activities that are mission-centric and based in Diversity, Equity, Access, and Inclusion (DEAI) practices.

**About the Columbia Museum of Art:** The CMA is the largest international art museum in the state of South Carolina, located a short distance from Charleston, SC, Greenville, SC, and Charlotte, NC. Columbia is the state capital and the second largest city in the state. In the heart of South Carolina at the convergence of three rivers, the area is home to thriving colleges and universities, award-winning hospital systems, and diverse and charming neighborhoods to suit any lifestyle.

Established in 1950, the CMA is exceptional in its impact, attracting both national and state recognition, and is distinguished by its innovative exhibitions and creative educational programs. The museum now welcomes more than 135,000 visitors annually and acts as a catalyst for community creativity and the redevelopment of Columbia's downtown district.

The CMA is committed to the concept of an inclusive and participatory 21st-century museum, where art is meant to be experienced, not just seen. In order to serve even more audiences, the CMA recently underwent a renovation of the 1998 facility, including new collection galleries with a progressive thematic layout, new studios for art-making, and cutting-edge program and event spaces. The newly renovated Boyd Plaza adjacent to the CMA provides an attractive outdoor art and people gathering space downtown.

Maintaining a collection numbering approximately 7,000 works of art, the CMA's collecting emphasis is on American, Asian, European, and Contemporary art. The collection includes artists as aesthetically and stylistically varied as Sandro Botticelli, Renee Cox, Charles and Ray Eames, Sam Gilliam, Robert Henri, Claude Monet, Tintoretto, Pat Steir, and Andy Warhol. The governing Collections Committee has an eye to the future and embraces accessions of non-traditional art that includes ideas of visual conversations between works of art. The CMA encompasses 124,000 square feet of permanent and temporary exhibition galleries, studios, public spaces, and storage.

The CMA actively mounts 4-8 special exhibitions of varying size and degrees of complexity each year and offers a dynamic menu of public and educational programs. The CMA operates with an approximately \$4 million annual budget and a staff of 27 full-time and 23 part-time employees.

**Scope of Work:**

1. Oversees the physical and records management, preservation, and storage of the collection, as well as deaccessioning and accessioning of acquisitions, including gift documents, IRS forms, and appraisals from donors.
2. Oversees all incoming and outgoing loans, including the timely and accurate generation of required forms. Schedules all art related shipping and determines appropriate shipping methods and packing needs and determines crating needs for fabrication in concert with the Chief Preparator.
3. In conjunction with the Curators, assists with the planning and organizing of CMA traveling exhibitions to finalize checklists, review contracts, determine tour schedules, coordinate courier arrangements, prepare U.S. Government Indemnity applications, and provide contract details and shipping budgets.
4. Ensures all documentation systems pertaining to the permanent collection are updated, complete, and maintained (logbooks, files, deeds, and inventories as well as inputting and updating the electronic collections data system, PastPerfect). Primary administrator for PastPerfect database.
5. Creates detailed and accurate condition reports for both the permanent collection and objects on loan.
6. Maintains current confidential valuations of art and works with insurance agent to ensure the appropriate fine arts coverage for the collection while on site and in transit. Requests quotes from underwriter if additional insurance is needed and obtains insurance certificates for lenders.
7. Functions as the trained courier for the CMA, both nationally and internationally. For international loans, the primary contact for Customs Brokers and Logistics Agents. Valid Passport or the ability to obtain a passport is required.
8. Works with the Preparators on the pickup and delivery of art, plus the packing of art for shipment. Valid South Carolina driver's license required.
9. Serves as main museum contact for both internal and external image requests and Rights & Reproductions.
10. Monitors art storage and exhibition spaces for temperature/humidity, environmental hazards, safety, and cleanliness.
11. Determines and coordinates appraisals and conservation needs in consultation with the Curators.
12. Produces and updates the museum's Facilities Report and updates the CMA Collections Disaster Plan in consultation with the Curators and the Manager of Facilities.
13. Responsible for access to all storage areas, and access to locking cabinets. Safeguards keys to furniture pieces and decorative arts cases.
14. Works with the CMA Multimedia Coordinator on photographing the collection.
15. Conducts inventories on a three-year rotational basis in consultation with the Curators. Performs spot-checks of the inventory annually in cooperation with CMA auditors and provides a report to the Executive Director including any discrepancies.
16. Provide expertise and information for Collections Committee meetings and collections management and policy strategy, as needed.
17. Other duties as assigned.

**Job Type:** Exempt, with flexible work weeks, weekends and evenings as required. Must be available to handle in-person emergency preparedness and/or response as required.

**Requirements:**

- BA required, Master of Arts degree preferred in art history, art, museum studies, or related field.
- 3+ years of experience in a museum and/or art gallery environment required with practice in AAM policies, guidelines, and Core Standards for Museums.
- Strategically think, plan, and convey information to support and inform the objectives and direction of the institution.
- Demonstrated experience developing, communicating, and managing projects, budgets, timelines, and goals.
- Be Self-directed and motivated
- Effectively navigate through the complexity of key issues and opportunities to achieve institutional objectives.
- Proactively model the importance of timely and positive collegial and vendor interactions.
- Demonstrate consistent personal accountability and professionalism.
- Demonstrate strong written and oral communication skills with a mastery of English language and the ability to plan and deliver oral and written communications that clearly inform their intended audiences.
- Experience handling art objects, able to lift up to 35 lbs.
- Evening, weekend, and travel occasionally required.
- This position requires a criminal background check.

**Contact:**

The Columbia Museum of Art is an Equal Opportunity Employer, committed to diversity, accessibility, equity, and inclusion. Confidential inquiries, applications, and recommendations are welcome. Please email cover letter and resume to Mrs. Jeanna Dixon-McCray, at [jdixon-mccray@columbiamuseum.org](mailto:jdixon-mccray@columbiamuseum.org) with “Registrar” in the subject line.

**Salary Range:** Commensurate with experience