The Aldrich Contemporary Art Museum

Registrar

Department: Exhibitions
Supervisor: Exhibitions Director
Statue: Fulltime
Salary Range: $60,000 to $65,000

The Aldrich Contemporary Art Museum seeks a full-time Registrar to join the Museum’s Exhibitions Department.

Working closely with the Museum’s curatorial staff, the Registrar is responsible for organizing loans for works of art, inbound and outbound shipping, and proper care and handling of works of art that are received/on loan to The Aldrich. In addition, they are responsible for liaising with other departments including Marketing and Communications, Development, and Finance.

Responsibilities include:
• Organization and preparation of all loan documentation, incoming and outgoing condition reports, release, and receipt of delivery documentation.
• Establishing and maintaining positive relationships with lenders, both individual and institutional.
• Contracting incoming and outgoing transportation of all loans and working within budget.
• Generating shipping estimates for exhibitions in the annual budgeting process.
• With the Head of Exhibitions, overseeing the packaging and handling of incoming and outgoing loaned artwork, including the production of packing forms for all incoming and outgoing loans
• Maintain files regarding packing forms.
• Maintaining files regarding special installation procedures for unique loans. Evaluating archival needs of installed works such as light levels, humidity, and framing needs.
• Monitoring the condition of the loans during installation and while on view.
• Overseeing the Museum’s fine art insurance coverage. Obtaining a rider for additional coverage when needed.
• Providing oversight for special care of works on view during events.
• Working closely with the Museum Attendant staff to ensure proper public engagement with works of art while on view.
Candidates must have:

- A minimum of 5 years of registrar experience in a museum or comparable setting
- Working knowledge of artist’s media/materials and installation methods
- Strong organizational skills with a high attention to detail
- Facility with full suite of Microsoft Office products and comfort with technology
- Ability to remain flexible and focused in a fast-paced work environment and the ability to pitch in when needed

Candidates will be enthusiastic supporters of the Museum’s artist-centric mission, and eager to help lead The Aldrich through a period of growth and change.

Application Process:
To apply, please send a cover letter and resume in a single PDF to: jobs@thealdrich.org, with the subject line “Registrar.”
Qualified candidates will be contacted. No phone calls, please.

The Aldrich Contemporary Art Museum is committed to:

- The goal of achieving equal opportunity for all.
- Providing an inclusive and welcoming environment for all members of the community.
- Providing an inclusive and nondiscriminatory work environment in which all employees are valued and empowered to succeed.
- Providing a workplace free from harassment of all kinds.
- Compliance with all federal and state legislation and regulations regarding non-discrimination.

Consistent with these principles, The Aldrich does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, expression and characteristics, age, religion, national or ethnic origin, visible or invisible disability, veteran status, or any other protected status.