



ASSOCIATE REGISTRAR POSITION DESCRIPTION

Department: Collections
Reports to: Director of Collections
Hours: Monday – Friday, generally
Posting Date: December 31, 2019

Location: San Francisco
Status: Full-time
FLSA Code: Exempt

JOB FUNCTION:

The Associate Registrar will perform day-to-day operations related to the care of the permanent collection. In addition to other registration tasks, this position will assist the Senior Registrar in tracking the Walt Disney Family Foundation’s collections. Tasks include using collections management software to conduct research, generate lists, and update object locations. This position works directly with the Senior Registrar and any Associate Registrars and collections interns, as well as members of the Exhibition Department, including Preparation and Conservation, on gallery rotations and special exhibitions.

DUTIES AND RESPONSIBILITIES:

- Organizes and files collection records, including documents pertaining to accessions, loans, and donations in both a digital format and hard copies.
- Learns and masters Collections Department guidelines, procedures, and protocol.
- Catalogs objects using collections database, with close attention to detail during data entry.
- Conducts collections inventories, compiling appropriate documentation and making accurate notes.
- Completes incoming and outgoing condition reports for loans.
- Helps coordinate domestic and international shipments, including obtaining shipping and crating estimates.
- Processes, compiles, and files records for all shipping paperwork.
- Assists with the installation and de-installation of exhibitions, including supervising and monitoring the handling and care of objects.
- Helps train and oversee interns as needed.
- Assists in the management of galleries and storage areas to ensure safety of collections objects.
- Maintains confidentiality regarding donors, lenders, and Board members.
- Keeps current on techniques in collections care.
- Works closely with Senior Registrar to develop goals and objectives for the permanent collection.
- Performs courier duties as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Understanding of AAM's standard museum principles, practices, and procedures for collections management.
- Experience with databases and computer literacy is a must; fluency in Microsoft Office is desirable.
- Experience with techniques for safe art handling.
- Ability to perform organized, thorough, and efficient research using a variety of resources.
- Excellent organizational skills.
- Detail-oriented and comfortable with multi-tasking in an environment with frequent interruptions.
- Excellent interpersonal skills and communication, both written and oral.
- A team player who motivates and helps educate other team members.
- Open-minded and willing to learn.

EDUCATION AND EXPERIENCE:

- Master's degree from an accredited college or university in museum studies, history, art history, or related field with completed coursework in collections management.
- 2+ years of museum, or museum-related, experience with an emphasis on collections care.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Physical requirements include stooping, kneeling, bending, standing, squatting/crouching, crawling/kneeling, pushing/pulling, climbing (ladders) and reaching above the shoulders and lifting of up to 50 lbs. Lifting and transporting of moderately heavy objects, such as furniture, file cabinets, equipment, boxes, etc. Work may require occasional weekend and/or evening work.