

Registrar

The Museum of the City of New York celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. Founded in 1923 as a private, nonprofit corporation, the Museum connects the past, present, and future of New York City. It serves the people of New York and visitors from around the world through exhibitions, school and public programs, publications, and collections.

The Museum seeks a Registrar, responsible for the physical and intellectual control of both the Museum's collections objects and those loaned to the Museum for specific exhibitions. The position reports to the Director of Collections, and works closely with, curators, exhibition designers, and preparators. The Registrar is also responsible for the administrative processes related to acquisitions, deaccessions, incoming loans, and general collections documentation

The Museum believes that traditional hiring practices have historically and systemically marginalized entire groups of people including people of color, people of different socio-economic backgrounds, women, people with disabilities, people in the LGBTQ community and veterans, to name a few. We strongly believe as an organization in deconstructing barriers and building a team that authentically represents the diverse communities, and backgrounds of New York City. We strongly encourage applications from people with these identities or who are members of other marginalized groups.

Roles and Responsibilities:

- Oversee the registration aspects of the Museum's collections and acquisitions program, including all administrative and logistical aspects.
- Oversee intellectual and physical control and care of incoming loans for long-term and temporary exhibitions: coordinate crating and shipping, generate Incoming Loan Agreements, condition reports, object receipts, and certificates of insurance.
- Manage registration aspects of outgoing loans: facilitate Outgoing Loan Agreement and condition reports; review borrower facility reports and fine art insurance policies, facilitate object treatment, packing and crating and manage outgoing loan budget.
- Provide on-site supervision and care of all works of art during installation and de-installation, and throughout the exhibition's run and while in the Museum's custody.
- Control the main art transit storeroom.
- Coordinate movement of the permanent collection between sites.
- Facilitate collections access including general art handling and site visit coordination
- Oversee Insurance/Risk Management administration. Write, edit, and review Indemnity applications. Prepare semi-annual Damage & Loss report to the Board of Trustees. Work with internal and external auditors to identify areas of risk assessment and coordinate with any audits and oversee annual collections inventory and spot check inventory.
- Catalog and file all legal documents and receipts in accordance with the Museum's retention policy.

- Oversee in-house exhibition budget in conjunction with Curatorial.
- Manage supplier relationships, evaluating ongoing performance of suppliers, protecting the Museum's interests, and identifying and cultivating long-term supplier relationships.
- Administer the Certified Cargo Screening Program and serve as official museum contact with the Transportation Security Administration for all art shipping needs.
- Oversee all registration aspects of the Museum's deaccessions including all consignment activity.
- Coordinate with and support other collections staff as needed, including providing coverage during installations and deinstallations and serving as courier as needed.
- Oversee the museum's IPM program and work with facilities to ensure appropriate environmental conditions for the work in the Museum's care both onsite and off.
- Other duties as assigned by the Director of Collections.

Supervisory Responsibility:

The Registrar oversees the Assistant Registrar, Interns, and Art Handlers and Contract Registrars.

Qualifications

- A minimum of three years of professional, post-graduate experience in an art or history museum is required, in the areas of registration and/ or collections & exhibition management.
- Master's degree in museum studies with a specialty in collections and exhibition administration, or equivalent museum collections experience.
- The ability to coordinate, prioritize, and manage multiple, often complicated, tasks.
- Demonstrated attention to detail.
- The ability to implement and track budgets.
- Strong understanding of proper documentation for collections objects, loans, conservation, and other administrative functions.
- Expertise with regard to issues of import and export regulations, provenance, immunity from seizure, restitution claims, as well as CITES, Fish and Wildlife, and NAGPRA
- Knowledge of appropriate care and handling for a wide range of objects.
- Familiarity with Integrated Pest Management

Benefits

The position offers a competitive benefits package including medical, dental, vision, FSA, HSA, life insurance, 401K and pension plan, short and long-term disability. Voluntary critical illness, accident insurance, legal services, pet insurance, and Employee Assistance Program. The

Museum has a generous paid time off policy including 12 sick days per year, vacation and 12 holidays.

Your employment relationship with the Museum qualifies you for free or discounted admissions to other participating cultural institutions.

Working Conditions and Physical requirements

While performing the essential functions of the job, the Registrar works onsite and at our Collections Warehouse, with a flexible schedule. Work usually takes place over a 35-hour workweek (hour unpaid lunch daily), Monday through Friday, during normal business hours. Travel and evening and weekend work may be required at times. Portions of the workday may be spent in non-traditional workplaces, including but not limited to: loading docks, collections storage facilities, airport cargo areas, and riding on art transport trucks.

In accordance with applicable law, as a term and condition of employment, all candidates must present full vaccination against COVID-19. Reasonable accommodations may be made upon request to Human Resources in accordance with applicable federal, state and local law.

While performing the essential functions of job, the individual must be able to stand in galleries during installation or deinstallation for several hours at a time. Must be able to handle collections objects and visually inspect objects and images. This is a physically active job and they must be comfortable climbing ladders; bending, stopping, kneeling; lifting up to 40 lbs unassisted, and up to 75lb with the assistance of others; using tools such as a pallet jack and power drill; and working in carrying light conditions. Approximately 50% of the time may be spent in a stationary position in operating a computer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

HOW TO APPLY

Please email your resume and cover letter in pdf format to the Museum of the City of New York Attention: Human Resources Department to jobs@mcny.org. To be considered, please include **Registrar** the subject line of your email. Please state the desired salary in the email.

The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues. Our staff members are dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.

The Museum of the City of New York is an equal opportunity employer. As such, the museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification or expression, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race (including traits historically associated with race, such as hair texture and style), religion (including attire, clothing or facial hair worn in accordance with religious requirements), sex (including pregnancy, childbirth or

related medical conditions and transgender status), sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. The museum complies with applicable state and local law governing nondiscrimination in employment which prohibits discrimination and harassment against any employees, applicants for employment or interns, as well as contractors, subcontractors, vendors, consultants, other individuals providing services in the workplace or their employees in every location in which the museum has facilities. The Museum is an AAP employer.