



Art Museum

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Museum Registrar (Position 2057)

The University of Wyoming Art Museum seeks a dynamic, team-oriented, and experienced registrar for its collection of 7,000 works of art and rotating exhibitions program. The Museum Registrar will be responsible for all aspects of collections management and safe-keeping, including developing regulations, managing records, legal documents and contracts, files, and retrieval systems associated with Art Museum acquisitions, loans, gifts, accessions, de-accessions, packing, shipping, customs, inventory, insurance, and storage; training and supervising student and part-time assistants; implementing the statewide touring exhibition program; facilitating access to collections objects for UW students, faculty, and scholars; supervising special collections-based projects; and managing the departmental budget. Manage auction data for annual Gala fundraising event, including receiving auction items, attending auction committee meetings, creating and managing auction spreadsheet, managing paperwork, tracking winners and amounts and overseeing auction at event. Position reports to the Curator of Collections.

The University of Wyoming Art Museum's collection is comprised primarily of American and European art dating from c.1300 to the present with special collections in Japanese woodblock prints, Japanese netsuke, Persian and Indian miniatures, and art of the Americas. An IMLS-funded project to assess collection content and valuation was recently concluded and provides a guide for future collection development.

Essential Duties:

Manage and implement all aspects of permanent collection records and safe-keeping, including database entry, records and files (donor correspondence, loan contracts, gift records, photographic records and imaging, condition reports, location records, exhibition history, and conservation records). Coordinate all aspects of object loans, shipping (national and international), insurance, and receiving of artwork on loan and/or from the collection for the museum's annual exhibitions, including incoming/outgoing condition reports, photographic records, object information, location records, and other documentation. Develop regulations and manage efficient storage methods to ensure safety and security of artwork. Plan and implement routine and regular collections inventory. Maintain facility reports. Prepare legal contracts for loans, gifts, and purchases of artwork and process through UW offices as appropriate for institutional approval. Manage and implement the Touring Exhibition Service, an outreach program that rotates exhibitions of original art throughout Wyoming and surrounding regions. Train and supervise part-time employees, interns, and work study students in art handling, processing, packing, shipping, condition reports, and database record-keeping. Manage auction data for annual Gala fundraising event which includes receiving auction items, attending auction committee meetings, creating and managing spreadsheet, managing paperwork, tracking winners and amounts and overseeing auction at event. Facilitate access to collection objects as original resource material for UW students, faculty, and scholars. Assist Curator of Collections to develop and manage departmental budget.

Knowledge of:

Accepted museum and registration practices, art handling and preventative conservation methods. Museum accepted packing, crating and shipping methods and costs, both nationally and internationally. Accessioning, cataloging, and inventory methods and techniques. Training and supervision of work study students, interns and part-time employees. Writing methods, both technical and general for art collections, legal documentation, insurance documents, correspondence or reports. Insurance policy development and insurance claims for art collections. Computer system(s) and software related to museum collections such as PastPerfect collection management software. Windows XP, Microsoft Office Suite and Photoshop. Legal contracts and documents used for art collections. Effective communication methods and practices.

Skills & Abilities to:

Organize and maintain inventory of art collections, including accessioning, de-accessioning, processing gifts and loans. Provide accurate recordkeeping of art collections pieces including traveling exhibition works. Manage detailed collection inventory, including preservation and conservation methods. Use database records management system (Past Perfect), Microsoft Office Suite and PhotoShop. Create correspondence, legal documents, and contracts, as well as completing insurance forms and communicate with legal and risk management offices for resolution of damages and/or shipping concerns. Process shipping and handling for art collection works, both nationally and internationally. Write reports and procedure manuals. Create budgets. Adhere to proper art handling and preservative conservation methods. Provide strong organization, detail orientation of work and multi-tasking skills. Manage multiple projects and have time management skills. Supervise and train assigned part-time employees, interns, work study students. Provide proper packing, crating and shipping arrangements. Communicate effectively, both orally and in writing. Effectively present information and respond to requests for information appropriately. Work with a diverse community. Participate as a team member and contribute to a productive work environment.

Employer Information.

As the only four-year institution of higher learning in the state of Wyoming, the University of Wyoming aspires to be one of the nation's finest public land-grant research universities, dedicated to serving as a statewide resource for accessible and affordable higher education of the highest quality, rigorous scholarship, technology transfer, economic and community development, and responsible stewardship of cultural, historical, and natural resources. The university is currently enjoying significant legislative support and campus development. The main campus is in Laramie, Wyoming, a community of 27,000 citizens along the I-80 corridor. Surrounded by mountain ranges, Laramie is nestled in a wide, high plains valley with 320 days of sun yearly, ample recreation opportunities, and has the vibrancy of a university community.

The University of Wyoming Art Museum is a nationally-recognized museum and an educational institution offering dynamic exhibitions and education programs that serve Wyoming's academic communities, citizens, and visitors. For more information, www.uwyo.edu/artmuseum.

Application.

Review of applicants will begin in April 2010. 12-month appointment, 22 days vacation; sick leave, group health insurance, state and TIAA-CREF retirement plans, no state income tax. Salary competitive. Submit UW application, resume, cover letter and contact information for three work-related references through the University of Wyoming Human Resources Department online at <http://uwadmnweb.uwyo.edu/HR/hremloyment/listjobs.asp>. EOE/AA