

POSITION TITLE: Registrar

STATUS: Full-time, Non-Exempt

Pay Rate: \$55k - \$62k annual

REPORTS TO: Chief Curator

ABOUT THE MUSEUM OF LATIN AMERICAN ART

The Museum of Latin American Art (MOLAA) in Long Beach, California is the only museum in the western United States that exclusively features contemporary Latin American and Latino art.

MISSION

The Museum of Latin American Art expands knowledge and appreciation of modern and contemporary Latin American and Latino art through its collection, ground-breaking exhibitions, stimulating educational programs and engaging cultural events.

POSITION DESCRIPTION

The Registrar will support the production of permanent collection exhibitions and traveling exhibitions. General responsibilities include management and planning of the day-to-day operation, management and care of MOLAA's collections, and related registration and exhibition activities.

ESSENTIAL FUNCTIONS:

- Manage MOLAA's permanent collection and all art storage functions and oversees collection conservation inventory.
- Develop and implement policies and procedures for the collection and holdings.
- Manage and coordinate incoming offers of acquisitions, solicitations, and donations from collectors, dealers and other museums.
- Administer the inventory, tracking, documentation, loan, transportation, and exhibition materials involved with the permanent collection and temporary exhibitions.
- Provide registration and condition reporting for incoming and outgoing art works, for both temporary exhibitions and permanent acquisitions, including loan processing, documentation, preparation and maintenance, condition reporting, contracts, courier arrangements, crating, shipping, insurance and customs.
- Under the supervision of the Chief Curator, produce collection donation proposals and de-accessions to Acquisition, Collections, and Exhibitions Committee.
- Coordinate any de-accessions from MOLAA's collection and holdings.
- Perform condition and analysis of collection materials and prepare technical and condition reports.
- Compile and manage all archives and necessary legal paperwork for artwork title transfers, authenticity, appraisals, licenses to reproduce, loan agreements, de-accessioning and documentation.
- Create and edit all image captions for curatorial catalogs, didactic text, exhibition labels, and website entries, checking particularly for proper and legal credit line usage.
- Manage all licenses to reproduce and caption requests for images use for all departmental use in merchandising, publications and website, as needed.
- Manage computer-based cataloguing and imaging of permanent collection using excel and Embark.
- Expand and enhance the documentation for the collection.
- Review and recommend works to be conserved and restored; facilitating their treatment.

- Identify and contract with appropriate freelance conservators as required, and maintain all collections conservation records, surveys and reports.
- Work closely with auditors in on-site audits locating artwork and legal documents for annual audits.
- Work regularly with Operations/Facilities departments for revisions of Facilities Reports and make recommendations for facilities improvements.
- Maintain, update and execute, as necessary, the MOLAA Disaster Recovery Plan to help ensure the stability of MOLAA's collection in case of water, fire, or seismic events.
- Work in conjunction with all the curatorial staff at MOLAA.
- Responsible for overall supervision of interns and volunteers on assigned projects.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree (M.A. preferred) in Art History, Museum Studies, or related field preferred
- 3-5 years Registrar/collections management experience required.
- Must be familiar with museum collection and conservation methods and procedures.
- Intermediate/advanced knowledge of Microsoft Word, Excel, PowerPoint, Outlook, Internet, and Embark Collections Management software preferred.
- Detail oriented, with strong writing skills.
- Knowledge of proper handling, mounting and safe practices for museum objects.
- Demonstrated ability to communicate well with a broad range of individuals including artists, volunteers, Trustees, vendors, staff and donors.
- Bilingual Spanish/English preferred
- Strong interest in Latin American art.
- Must have managerial and administrative skill.

ADDITIONAL REQUIREMENTS AND PHYSICAL DEMANDS:

- Stand and walk around for extended periods of time, especially during events
- Ability to sit in front of computer monitor for extended periods as necessary
- Ability to lift up to 45 lbs.
- Must have a valid California Driver's License, automobile insurance and access to a vehicle.

MOLAA is an equal opportunity employer.

Rev. March 2024