

Job Title

Project Registrar

Employment Status

Full Time

Employment Category

Exempt

Department

Collections

Reporting Responsibility

Registrar

Position Summary

Joslyn Art Museum seeks applicants for a two-year Project Registrar position focused on the care of the Native American art collection. The Project Registrar will join the Collections Department and will work especially closely with the Registrar and Curator of Native American Art to ensure long-term preservation and support access and study of the Museum's collection of approximately 1,500 Native art objects. This temporary position entails approximately forty regularly scheduled hours per week for twenty-four months to begin by March 2024.

Major Duties

- Together with curators and registrars, assess the current organization and housing of Native art objects in storage
- Reorganize objects in storage by region and tribe according to field standards and tribal advisement
- Rehouse the Native American art collection by replacing existing storage materials with archival materials and fabricating archival quality storage containers and supports
- Implement a collection care iconography system to indicate cultural care and handling instructions
- Perform essential cataloguing and update information into existing database records
- Handle three-dimensional objects of various sizes and materials
- Coordinate photography of select objects
- Schedule and facilitate collection visits by Indigenous communities, knowledge bearers, students, and scholars
- Coordinate conservation assessments
- Conduct regular quality control checks on data produced for this project
- Other duties as assigned

Minimum Qualifications

- Bachelor's degree in museum studies, studio art, art history, anthropology, or related field preferred; all levels of postsecondary education or equivalent experience will be considered

- Knowledge of museum registration practices and experience handling a variety of three-dimensional museum objects in a museum or gallery environment
- Experience building archival boxes and supports for a wide variety of objects and materials
- Excellent organizational skills, strong attention to detail, and ability to meet deadlines
- Proficiency with Microsoft Suite: Word, Outlook, Excel, PowerPoint, and other standard office skills, procedures, and equipment
- Proficiency with collections management database entry and management; TMS preferred
- Ability to work and manage projects and priorities independently
- Ability to lift 30–40 lbs
- Discretion in handling confidential information
- Demonstrated commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA) in the field

Preferred Qualifications

- Experience managing collection rehousing projects
- Experience working with Native American art collections
- At least two years' experience working within a museum or gallery setting
- Proficiency with Adobe Photoshop, Adobe Bridge, and Adobe Acrobat

Salary

Minimum Salary: \$50,000

Qualifications and experience will be considered in the compensation for this position.

To Apply

Please submit a cover letter and resume via email to careers@joslyn.org. Please include "Project Registrar" in the subject line. Joslyn Art Museum is an Equal Opportunity Employer and the Museum is committed to diversity and equal opportunity in its hiring. Qualified candidates of all backgrounds are encouraged to apply for this position. Joslyn offers a competitive salary and generous benefits package.

About Joslyn Art Museum

Joslyn Art Museum is a major regional resource for the collection, preservation, and interpretation of the visual arts. Through its collections, exhibitions, and educational programs, Joslyn Art Museum seeks to foster appreciation and enjoyment of art for the benefit of a diverse regional and national audience.