UNIVERSITY OF SOUTHERN CALIFORNIA

Museum Registrar

Job Code: 168911

Grade: 00
OT Eligible: Yes
Comp Approval: 7/16/2014

JOB SUMMARY:

Has responsibility for performing registration and collections management including functions such as proper paper and photographic documentation, data management, installation, transportation, inventory, storage, cataloging, shipping, acquisitioning, preservation of artwork in permanent collection, incoming/outgoing loans and special exhibitions.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>E/M/NA</th>
<th>% TIME</th>
<th>Description</th>
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<tbody>
<tr>
<td>______</td>
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<td>Creates and maintains legal documents for accession and deaccession records of artwork in permanent collection, incoming and outgoing loan agreements, condition reports, insurance and customs paperwork, shipping receipts, rights and reproduction paperwork, etc.</td>
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<td>Manages preservation and conservation projects in art storage and permanent galleries as well as involved in the renovation of permanent galleries.</td>
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<td>Develops and administers the departmental budget related to special projects, collection database, art storage, and exhibition related budget pertaining to shipping, crating, insurance, transportation, and other related costs. Provides forecasts and projections used to develop budget, as needed. Provides financial status reports, as requested.</td>
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<td>Assists with developing grant applications for areas such as collections conservation, storage refinement and special programs.</td>
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<td>Monitors temperature and relative humidity changes in art storage and galleries. Cares and maintains permanent collection and conducts preventive conservation on the permanent collection as needed. Collects data and generates environmental conditions reports on a regular basis.</td>
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<td>Conducts inventory on a regular basis. Updates location movement of artworks in the collections information database. Creates and manages digital records and images in the collections database for permanent collection and updates collection on a regular basis.</td>
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<td>Investigates objects found in collection without identification tags, identifies the objects in the acquisition records, and assigns proper accession numbers.</td>
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<td>Serves as advocate for exhibitions, museum projects, recent and proposed acquisitions to donors, artists, collection committee, and others.</td>
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<td>Assists with the installation and de-installation of permanent and special exhibitions, managing incoming and outgoing loans according to exhibition needs and timelines, and conducts photographic documentation of all processes.</td>
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<td>Facilitates loan requests to other museums and art institutions, provides facility report and loan agreement, obtains certificate of insurance, pro forma invoice, customs paperwork and other necessary shipping documents, and coordinates shipping arrangement with different shippers, carriers and lenders.</td>
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</table>
Coordinates with conservator on needed treatment for artwork in permanent collection, framers for artwork needing framing, and mount makers for artwork due to need for seismic improvement.

Orders conservation supplies and materials for projects related to the collection and renovation of permanent galleries.

Responds to inquiries in regards to the permanent collection, artwork, preventive conservation, rights and reproduction requests from others, and other related requests in accordance with museum’s policies, procedures, practices and code of ethics.

Assigns proper storage locations for all objects, locates and removes objects from storage for scholarly research, collection evaluation and assessment, exhibition preparation and all other purposes.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No

[ ] Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor's degree

Combined experience/education as substitute for minimum education

Minimum Experience:

2 years

Minimum Field of Expertise:

Two years of museum registrar or other related experience

Preferred Education:

Bachelor's degree

Preferred Experience:

3 years

Skills: Administrative:

Balance figures

Communicate with others to gather information

Compose letters

Compute totals
Customer service
Gather data
Input data
Maintain logs
Prepares official documents
Prioritize different projects
Research information
Understand and apply policies and procedures
Use database and/or word processing software

Skills: Machine/Equipment:

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:

May oversee student, temporary and/or resource workers.

SIGNATURES:

Employee: ________________________________ Date: ______________________________

Supervisor: ______________________________ Date: ______________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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