

REGISTRATION AND CURATORIAL ASSISTANT



Located along the beautiful downtown waterfront of St. Petersburg, Florida, the Museum of Fine Arts, St. Petersburg, (MFA) is a collecting museum serving more than 130,000 annual residents and visitors to the Tampa Bay area since its founding in 1965. The MFA is proud to present the largest comprehensive art collection in the state of Florida spanning 5,000 years of civilization in about 20,000 objects from antiquity to today. Highlights include newly renovated and reinstalled permanent collection galleries presenting masterpieces from Monet, Corot, Morisot, O’Keeffe, De Kooning, Rauschenberg, Whistler, Wiley and others; galleries dedicated to ancient art, African Art, Asian and Southeast Art, and art of the ancient Americas; a sculpture garden; and one of the largest and most respected photography collections in the Southeastern United States.

In a growing city with multiple museums and a thriving cultural life, the MFA provides the broad context into which all the other local arts organizations fit. The MFA presents a wide variety of art experiences across the spectrum of time and culture – from blockbusters to provocative contemporary exhibitions by emerging artists and scholarly shows that illuminate the depth and beauty of the museum’s growing collection. With 12,000 square feet in collections galleries and 7,700 square feet for temporary exhibitions (including a more intimately scaled Works on Paper gallery) the MFA brings art to life as no other museum in the Tampa Bay area can. In addition to its robust exhibition program, the MFA engages the community through exciting public programs and events, and serves students through a variety of youth programs and multi-year partnership with the Pinellas County School District. About 6,000 public school students attend the MFA each year as part of their 6th grade social studies curriculum.

THE OPPORTUNITY

The Registration and Curatorial Assistant is a vital member of the Museum of Fine Arts’ Curatorial Department. This position assists the Registrar with creating basic records in the organization’s collections management system, as well as provides skilled support to the vigorous exhibition program at the institution. The Registration and Curatorial Assistant also assists Curatorial staff with maintaining shared files, archiving exhibition information, and providing support toward general exhibition preparation and production.

Full-time, permanent

Department: Curatorial

Reports to: Registrar

FLAS Status: Non-exempt

Work schedule: Monday – Friday, 9am – 6pm. Evening and weekend work, as needed.

RESPONSIBILITIES:

- Assist with creating basic object, loan, shipment, and exhibition records in The Museum System (TMS); update TMS data, as needed.
- Assist with creating and processing incoming loan agreements and temporary receipts.
- Assist with the basic intake and return of loan and collection objects, as well as assist with conducting regular inventories of collection and loan holdings.
- Assist the Registration and Preparation team with the movement, installation, and deinstallation of objects and exhibitions.
- Responsible for taking all Curatorial and Collections Committee meeting minutes.
- Assist the Registrar with preparing documentation and information for regularly scheduled Collections Committee meetings.
- Create close-out packets for exhibitions for internal record keeping and for lending institutions; archive closed-out exhibitions files.
- Assist with creating and maintaining shared Curatorial files.
- Assist with image research, image editing, and social media research for department.
- Provide basic assistance to the Curatorial staff with exhibition preparation and production.
- Other duties as assigned.

PHYSICAL REQUIREMENTS:

- Able to stand and walk for extended periods of time (up to 6 hours) on a daily basis.
- Able to bend, crouch, stoop, reach, and push frequently.
- Able to safely and successfully grasp, handle, and lift art pieces frequently.
- Able to lift and carry up to 50 lbs. frequently.
- Able to safely and successfully ascend or descend ladders and utilize lifts, or other necessary equipment for the installation of exhibitions.
- Able to operate a computer and other office productivity machinery.
- Willing and able to travel (by truck and/or plane) as needed.
- Able to safely and successfully perform the essential job functions consistent with the ADA, FMLA, and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Able to maintain regular, punctual attendance consistent with the ADA, FMLA, and other federal, state and local standards.

QUALIFICATIONS:

The ideal candidate should have:

- Bachelor's Degree with a focus in Art, Art History, History, Anthropology, Museum Studies, or other related field.
- Minimum Competencies: (Skills, knowledge, and abilities.)
- Excellent organizational, proofreading, and analytical skills with meticulous attention to detail.

- Strong computer skills including database experience, word processing knowledge, digital image management, and image manipulation.
- Strong written and oral communication skills.
- Ability to manage and balance multiple tasks within complex projects.
- Ability to work both in a team environment, as well as independently.

Preferred Qualifications:

- Work experience with Registration and/or Curatorial staff in a museum or gallery setting.
- Direct experience with museum collections management software, specifically The Museum System (TMS).

COMPENSATION:

Salary and Benefits:

- \$35,000 - \$40,000 salary range.
- Offers a competitive variety of health care coverage and elective insurance options, vacation and sick leave, as well as retirement investments.

To Apply:

Please send a letter of interest and resume to hr@mfastpete.org or mail to the following address:

Human Resources
Museum of Fine Arts
255 Beach Drive N.E.
St. Petersburg, FL 33701-3498