

## REGISTRAR | MUSEUM OF FINE ARTS, ST. PETERSBURG



Founded in 1964 and located along the beautiful downtown waterfront of St. Petersburg, Florida, the Museum of Fine Arts, St. Petersburg (MFA) is a collecting museum annually serving more than 120,000 residents and visitors to the Tampa Bay area. 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 masterpieces from Vigée Lebrun, Corot, Monet, Morisot, Lafarge, Inness, Tiffany, O’Keeffe, De Kooning, Rauschenberg, Wiley, and others; a sculpture garden; important holdings of ancient, African, and Mesoamerican art; 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 expansive blockbusters to provocative contemporary exhibitions to more focused shows illuminating the depth and beauty of the museum’s growing collection. With 17,000 square feet in collections galleries—which were recently renovated and reinstalled—and 7700 square feet for temporary exhibitions, 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 its community through exciting public programs and events, and serves our students through youth programs and a partnership with the Pinellas County School System. About 6,000 public school students attend the MFA each year as part of their 6th grade social studies curriculum.

## **THE OPPORTUNITY**

**POSITION:** Registrar  
**REPORTS TO:** Senior Curator of Collections & Exhibitions  
**DEPARTMENT:** Curatorial  
**JOB CODE:** Full-time/ On-site  
**FLSA STATUS:** Exempt

## **POSITION SUMMARY**

The Registrar is a vital member of the Museum of Fine Arts' Curatorial Department. This position is responsible for the oversight of collections management including policy development and maintenance, collection storage, safety, and access, cataloging and documentation, deaccessioning, and disposal. The Registrar oversees the coordination of all loans and exhibitions, including their installation and de-installation, and manages insurance coverage, object movement, and all shipping and crating. This position also assesses needed conservation treatment and implements best practices in collection preservation. The Registrar supervises the assignments and responsibilities of the Preparator(s) and the Curatorial and Registration Assistant.

## **WORK SCHEDULE**

- Monday through Friday 9:00 am – 6:00 pm
- Weekend and evening work as needed
- This position requires all hours to be fulfilled onsite

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Works with the Curatorial Departments and Collections Committee to review, update and revise the MFA's Collections Management Policy
- Serves as the staff liaison to the Collections Committee. Works with the Senior Curator of Collections & Exhibitions to prepare documentation for presentation to Collections Committee, including meeting agendas, and keeps the official documents and minutes of the meetings on file in the Office of the Registrar
- In collaboration with the Senior Director of Operations, is responsible for disaster preparedness planning and recovery, with specific responsibility for the collection and artworks
- Monitors the environment of all galleries and storage spaces, including the development and maintenance of the Environmental Monitoring Plan. Regularly monitors permanent and temporary installations on campus
- Oversees the processing of incoming and outgoing loans, including contract negotiation, collection of documentation, data entry, shipping arrangements, insurance coverage and courier requirements. Acts as a courier, when required
- Oversees and manages registration responsibilities for traveling exhibitions

- Oversees and manages the unpacking/packing handling, installation, and de-installation of all collection holdings and loans. Prepares and conducts condition reports and assessments for all collection holdings, loans and potential acquisitions
- Oversees the processing of all potential acquisitions, including shipping arrangements, collection of documentation, data entry, the timely presentation of materials to the Collections Committee and the complete processing of works accepted or purchased for the permanent collection
- Develops policies and manages access and the entry of data into the MFA's collections management system (The Museum System). Works closely with appropriate Curatorial staff to develop style and standard procedures for data entry as appropriate for collection holdings
- Maintains a registration log book of temporary receipts, loans and acquisitions
- Responsible for maintaining, organizing, and managing all legal documentation, object files and records (both hardcopy and digital) related to collection holdings, loans, deaccessions and potential acquisitions
- Oversees and manages the MFA's active deaccessioning and disposal program, including the review and evaluation of unprocessed temporary holdings in consultation with appropriate Curatorial staff
- Responsible for the development of a regular inventory schedule of all collection holdings and loans. Helps support the Financial Department in their annual audit
- In collaboration with Curatorial staff, reviews and assesses conservation needs and the long-term preservation care of collection holdings. Coordinates and collaborates with contracted conservators for assessment and treatment of collection holdings. Maintains records of all assessments and treatments performed
- Oversees and manages appropriate fine art insurance coverage for collection holdings and loans
- Supervises the assignment and responsibilities of the Preparator(s) and Curatorial and Registration Assistant (The Exhibits Team)
- Participates in professional conferences and workshops as a representative of the MFA
- Performs other duties as required

## **QUALIFICATIONS, SKILLS AND ABILITIES REQUIRED**

### **Education/ Experience Required**

- Bachelor's Degree with a focus in Art, Art History, History, Anthropology, Museum Studies, or other related field required; Master's degree preferred
- Minimum of five (5) years of experience working as a Registrar in a museum or gallery setting

### **Skills and Abilities**

- Excellent leadership, managerial, planning, organizational and administrative skills
- Ability to be flexible, balance multiple projects and tasks concurrently, and work with close attention to detail
- Strong interpersonal, written and verbal communication skills; high level of presentation, problem solving and diplomacy skills
- Ability to inspire, motivate, and lead a productive team, and establish and maintain effective working relationships with a wide variety of people including trustees, donors, lenders and borrowers, vendors, and the general public
- Ability to energetically manage a diverse and challenging workload and to work under pressure to meet deadlines while maintaining a positive attitude and providing exemplary service to colleagues and patrons
- Able to understand logical record keeping, conservation of artworks, up to date packing and shipping methods, legal issues, as well as environmental and security systems
- In-depth knowledge of collection management, documentation and preservation practices, policies and procedures (including art handling, condition reporting, packing/crating, domestic and international shipping, exhibition planning, courier arrangements, fine arts insurance, indemnity, immunity from seizure, and customs documentation)
- Strong computer skills including database experience, word processing knowledge, digital image management, and image manipulation
- Direct experience with museum collections management software, specifically The Museum System (TMS)
- Ability to manage effective working relationships with staff, volunteers, and members of the public; exercise tact and diplomacy at all times; demonstrate an understanding of protocol and sensitivity to cultural diversity issues; nurture a positive working environment

### **PHYSICAL REQUIREMENTS**

- Able to sit for extended periods of time (up to 8 hours) on a daily basis
- 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 carry files occasionally

- 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
- May have to work late nights, weekends and in outdoor weather
- All current MFA St. Petersburg employees are vaccinated against Covid-19. Applicants are strongly encouraged to be vaccinated for the health and safety of our community
- Able to safely and successfully perform the essential job functions consistent with 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 ADA, FMLA and other federal, state, and local standards

This job description indicates in general terms, the type and level of work performed, as well as the typical responsibilities of this position. Management reserves the rights to modify, change, add or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship between Museum of Fine Arts and its employees.

### **TO APPLY**

Not sure you meet 100% of our qualifications? Research shows that men apply for jobs when they meet an average of 60% of the criteria. Yet, women and other people who are systematically marginalized tend to only apply if they meet every requirement. If you believe that you could excel in this role, we encourage you to apply.

We are dedicated to considering a broad array of candidates, including those with diverse workplace experiences and backgrounds. Whether you're new to arts and culture administration, returning to work after a gap in employment, simply looking to transition, or take the next step in your career path, we will be glad to have you on our radar. Please use your cover letter to tell us about your interest in the arts and culture space and what you hope to bring to this role.

Please address resume, letter of interest, and salary requirements to the Human Resources Department at the Museum of Fine Arts, St. Petersburg, and email to: [HR@MFAstpete.org](mailto:HR@MFAstpete.org) with **Registrar** in the subject line or mail to the following address:

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

No phone calls please.