

MUSEUM OF FINE ARTS ST. PETE

The Museum of Fine Arts, St. Petersburg (MFA) has an encyclopedic collection of art from around the globe and across the centuries, with almost 5,000 years of civilization represented in thousands of objects extending from antiquity to the present. The collection includes works by Georgia O’Keeffe, Claude Monet, Berthe Morisot, Auguste Rodin, Kehinde Wiley, Jacob Lawrence, and many others, as well as ancient Greek and Roman, Asian, African, Art of the Americas, and Native American art. The Museum’s photographic collection is one of the largest and most well-respected in the Southeast. The museum’s rotating exhibition galleries feature a diverse selection of temporary exhibitions from all over the world, as well as exhibitions curated from the museum’s extensive collection. In addition to its robust exhibition program, the MFA engages the community through exciting public programs and events and serves students through youth programs and a partnership with the Pinellas County School System.

Join the MFA and embark on a journey of artistic enrichment and personal growth. We offer a platform for employees to nurture their love for the arts while contributing their unique skills, experience, and talents to further our museum’s mission.

THE OPPORTUNITY

Position Title: Registrar

Reports To: Director, Collections Management (DCM)

Department: Curatorial

Job Code: Full-time/ On-site

FLSA Status: Exempt

POSITION SUMMARY

The Registrar is a crucial member of the Museum of Fine Arts’ Curatorial Department. This position supports the Director of Collections Management (DCM) in the oversight of collections management including policy development and maintenance; collection storage, safety, and access; cataloging and documentation; and deaccessioning and disposal. The Registrar oversees the coordination of all loans and exhibitions including their installation and de-installation. Working with the DCM the registrar manages insurance coverage, object movement, and all shipping and crating.

PRIMARY RESPONSIBILITIES & DUTIES

- Works with DCM to support the Curatorial Department and Collections Committee in reviewing, updating, and revising the MFA’s Collections Management Policy.
- Serves as the staff liaison to the Collections Committee. Works with the Chief Curator to prepare documentation for presentation to the Collections Committee, including meeting agendas, and keeps the official documents and minutes of the Collections Committee Meetings.

- In collaboration with the DCM, the Director of Operations, and Chief Curator is responsible for disaster preparedness planning and recovery, with specific responsibility for the collection and artworks.
- Under the purview of the DCM 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.
- Under the purview of the DCM 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.
- Under the purview of the DCM 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.
- Maintains the Registration Log Book of temporary receipts, loans, and acquisitions.
- Working with DCM is 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. • Aids the DCM in the MFA's active deaccessioning and disposal program, including the review and evaluation of unprocessed temporary.
- Participates in professional conferences and workshops as a representative of the MFA.
- Other duties as needed.

EDUCATION & EXPERIENCE

- Bachelor's degree with a focus in Art, Art History, History, Anthropology, Museum Studies, or other related field.
- At least three (3) years of experience working as a Registrar in a museum or gallery setting.
- Experience working with museum collections management software.

MINIMUM QUALIFICATIONS/COMPETENCIES

- Leadership and managerial skills.
- Project management skills.
- Excellent organizational, proofreading, and analytical skills with meticulous attention to detail.
- Strong computer skills including database experience and word processing knowledge; experience with TMS (The Museum System), a plus.
- 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/COMPETENCIES

- Master's degree preferred, with a focus in Art, Art History, History, Anthropology, Museum Studies, or other related field.
- Excellent leadership, managerial, planning, organizational, and administrative skills.
- Strong interpersonal and written and oral communication skills; high level of presentation, problem solving and diplomacy skills.
- Ability to be flexible, balance multiple projects concurrently and work with close attention to detail.

- Able to understand 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).
- 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.
- Ability to work independently and to carry out assignments to completion within parameters of standard accepted practices.
- Familiarity with and adherence to standard museum practices.

LOCATION REQUIREMENTS

At time of employment, employees are expected to be located within commuting distance of the museum. This is an in-office position in St. Petersburg, FL. Not a remote position.

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.
- 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

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 right 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 while 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.

The MFA is committed to the full inclusion of all qualified 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, looking to transition or take the next step in your career path, we welcome you to apply. 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 submit resume, letter of interest and salary requirements to HR@mfastpete.org with **Registrar** in the subject line or mail to the following address:

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

No phone calls please.

The Museum of Fine Arts, St. Petersburg provides equal opportunity to all employees and applicants for employment without regard to race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, mental or physical disability, pregnancy, alienage or citizenship status, marital status or domestic partner status, genetic information, genetic predisposition or carrier status, gender identity, HIV status, military status and any other category protected by law in all employment decisions, including but not limited to recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, lay-off and termination, and all other terms and conditions of employment.