



PARRISH ART MUSEUM

Job Title: Registrar

Reports to: Chief Curator

Status: Full time Exempt

Start date: June 17, 2024

June 2024

PURPOSE AND SCOPE:

The Registrar is responsible for organization, maintenance, and oversight of all record-keeping, orderly forms, legal documents, files and retrieval system associated with loans, acquisitions, accessions, cataloguing, for the Museum's permanent collection and exhibitions. The Registrar will make available resources as necessary and plays a pivotal role in the successful production of Museum exhibition and curatorial affairs.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

PERMANENT COLLECTION

- Arrange and regularly update the collection records of all works in the permanent collection categorized by accession numbers and indicative of the date and gift and by the name of the artists (where appropriate), maker, or descriptive title of object.
- Assign on a regular schedule accession numbers for objects newly acquired by the Museum.
- Keep a regularly updated listing of locations where all objects in the Museum's permanent collection are stored or are on display, both on and off site. This includes oversight as System Administrator of Museum's Collections Management System TMS.
- Maintain up-to-date photographic files on all the objects in the permanent collection.
- Consult on a regular basis with the Museum's Chief Curator and the Director on maintenance, creation and upgrading of storage areas for the permanent collection.
- Consult on a regular basis with the Curatorial team to determine the condition of the display necessary and appropriate to ensure the safety of all the collection objects on display at the Museum or at other institutions.
- With the Curatorial team, recommend the need for conservation or restoration of objects in the permanent collection and schedule any conservation or restoration as the condition of the objects and availability of funds allow.
- Initiate and upgrade as required the fine arts insurance maintained on the Museum's permanent collection.
- Initiate for the appraisal of works of art in the collection as needed; provide access to works for donors' appraisals as requested
- In consultation with Curatorial team, assess request for loan of objects from permanent collection and make recommendations to the Director and Board of Trustees related to loan requests. Oversee all arrangements (including shipping, insurance, fees and invoicing) related to outgoing loans.
- Maintain and expedite gift agreements.
- Oversee Rights and Reproduction requests in coordination with Assistant Curator
- Maintain rights and reproduction records and invoicing.
- Conduct complete inventory of permanent collection every five years (data base inventory, shelf inventory and object file inventory).



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- Adhere to all practices detailed in Board approved Guidelines for Acquisitions and Collection Management Policies

TEMPORARY EXHIBITIONS

- Provide coordination and support for curatorial staff on temporary exhibitions in coordination with Lead Preparator
- Complete all loan forms and handle all arrangements regarding the borrowing of objects from other museums, private collections, commercial galleries, or other sources for temporary exhibitions organized by the museum.
- Maintain records documenting the condition and location of all objects on loan to Parrish Art Museum.
- Complete all arrangements for the shipment and proper insuring of all objects on loan to Parrish Art Museum.
- Arrange transportation for all shows; maintain trucker's schedules; provide estimates on all transportation and loan related arrangements to Chief Curator for purposes of budget forecasting and tracking.
- Prepare budgets in a timely fashion, and forecast and track expenses on shipping and crating for temporary exhibitions.
- Forecast expenses for loans including matting and framing for budget approval.

GENERAL DUTIES

- Complete regular and routine inspection of all objects on display in temporary exhibitions or permanent installations in order to ascertain any changes in condition or display techniques that jeopardize safety of the object.
- Carry out other duties as assigned by the Chief Curator or the Director.
- Supervise and maintain all systems and records regarding light levels and temperature/humidity controls.
- Provide any requested budgetary information for grants, budget, fundraising and year-to-date estimates in a timely fashion.
- Consult on a regular basis with staff on museum security.

QUALIFICATIONS:

B.A. degree in Art History preferred and five (5) years related experience. Must be detailed oriented, very thorough and alert to optional problems and pitfalls, and have excellent computer skills; familiarity with database software.

WORKING CONDITIONS:

Work will be performed in a normal office environment. Moves about the Museum on an as needed basis to successfully perform job. Work week is a typically 35 hours a week, Monday through Friday, however extra or weekend hours may be required. The physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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INTERPERSONAL COMMUNICATIONS:

Needs to possess strong organizational and interpersonal skills. Incumbent needs to be approachable and responsible. Position must be able to work both independently and with a variety of staff, vendors as well as the general public. Position must have good communications skills and work well as part of a team. This position requires confidentiality, integrity, understanding, and high ethical standards.

SCOPE OF AUTHORITY: Must accept direction from the Chief Curator in performing all duties.

Disclaimer: The preceding description is not designed to be a complete list of all duties and responsibilities required of the position.

SALARY:

This position has a pay range between \$70,000 and \$80,000 per year commensurate with experience.

ABOUT THE PARRISH ART MUSEUM

The Parrish Art Museum is a place to discover and connect with art and artists with a focus on the rich creative legacy of Eastern Long Island and its global impact on the art world. The Museum regularly presents temporary exhibitions, including new installations drawn from our world-class collection of more than 3,600 works; as well as special exhibitions that reconsider the work of a single artist or group exhibitions that explore compelling themes. The Parrish produces hundreds of public programs and offers a year-round schedule of inspiring education initiatives. Situated within one of the most concentrated creative communities in the United States, the Parrish Art Museum is a vital cultural presence on the East End of Long Island. It is the oldest cultural institution on the East End of Long Island. Founded in 1898 by Samuel L. Parrish in the Village of Southampton, the Museum opened its new Herzog & de Meuron designed facility in Water Mill in 2012, providing for expanded services in research, interpretation, collaboration, education, and interactive, multidisciplinary programming.

The Parrish Art Museum is an equal opportunity employer. The Museum is committed to a work environment that supports, inspires, and respects all individuals and we do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, gene c information, gender, sexual orientation, gender identity or expression, military service status, or any other status protected under federal, state, or local law. Individuals of diverse backgrounds are strongly encouraged to apply. The Museum's offices are fully accessible.

To apply, please send a resume and cover letter to hr@parrishart.org.

Due to the high volume of interest, regrettably, we cannot respond to individual applicants. If you are selected as a potential candidate, the Parrish will contact you to schedule an interview.