

PARRISH ART MUSEUM JOB DESCRIPTION

POSITION OVERVIEW

Department: Curatorial

Job Title: Exhibitions Registrar and Preparator

Reports To: Curatorial Affairs Manager

Works In Coordination With: Curators, Facilities Manager, Registrars, Art Handlers

Supervises: Part-Time Preparators, Art Handlers, Art Photographers, and General Contractors for Special Exhibitions

Status: Full-Time, Non-Exempt

Start Date: August 2026 or by mutual agreement

To Apply: send a cover letter and resume to HR@parrishart.org

COMPENSATION

Non-Exempt (Hourly)

The hourly rate of pay for this position ranges from \$36.00 to \$40.00 per hour, commensurate with experience and qualifications. This classification is eligible for overtime compensation at 1.5x the regular rate for all hours worked over 40 in a workweek, in accordance with federal and New York State wage and hour laws. The standard schedule is 35 hours per week; hours between 35 and 40 are paid at the regular rate. Overtime above 40 hours must be pre-approved by the supervising manager.

The Parrish Art Museum offers a competitive benefits package including medical, dental, and vision coverage, paid time off, and participation in the Museum's retirement plan, subject to eligibility based on employment classification.

POSITION SUMMARY

Under the direction of the Curatorial Affairs Manager and in close coordination with the curatorial team, the Exhibitions Registrar and Preparator serves as the primary operational lead for all exhibition execution and physical installation activity at the Parrish Art Museum. This role owns the full lifecycle of exhibition logistics: from registrar documentation and loan coordination through installation, deinstallation, vendor management, and condition monitoring.

The Exhibitions Registrar and Preparator is the Museum's central point of contact for all physical exhibition operations and is responsible for ensuring that every exhibition is executed safely, on schedule, and in accordance with museum-standard best practices. This role also maintains stewardship of artworks on view, and provides direct supervisory oversight of contracted art handlers and other vendors (AV, painting, vinyl, etc.).

ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Exhibition Registrar Functions

- Serve as the primary operational registrar for all temporary exhibitions, managing loan documentation, condition reports, and object location records throughout the exhibition lifecycle in coordination with Curatorial Affairs Manager and exhibition curators.
- Coordinate with exhibition curator on drafting and expediting loan agreements. Liaise with institutions, private collectors, and commercial galleries to coordinate exhibition loans and oversee all related logistics, including transportation, installation, and insurance coverage for incoming and outgoing works of art.
- Maintain accurate records documenting the condition and location of all objects on loan to the Parrish.
- Ensure compliance with budget allocations per project for loan expenses in coordination with the Curatorial Affairs Manager.

B. Shipping, Transportation, and Logistics

- Arrange and manage all transportation for incoming and outgoing loans, including trucker scheduling, crating logistics, and courier coordination and assistance.
- Maintain updated transportation schedules and provide cost estimates to the exhibition curator and the Curatorial Affairs Manager for budget planning and secure approval before moving forward
- Coordinate packing and crating of artworks for shipment in accordance with museum standards; ensure crate storage is organized and accessible.
- Ensure adequate packing, storage, and exhibition preparation supplies are maintained at all times.

C. Exhibition Installation and Deinstallation

- Serve as the primary operational lead for all exhibition installations and deinstallations, coordinating with the curators and vendors on execution.
- Organize and supervise part-time preparators, art handlers, photographers, and contractors during installation and deinstallation, including projects requiring special installation, design, or rigging.
- Plan needs and project timelines together with the exhibition curator and Curatorial Affairs Manager; ensure all work meets institutional goals, departmental budgets, and deadlines.
- In collaboration with exhibition curator, evaluate space requirements and propose solutions for exhibition changes, including movable wall construction, and liaise with vendors and contractors with keen awareness of budget and deadlines.
- Coordinate with exhibition curator, facilities director, and vendors to assist in providing expertise on outdoor installation logistics, including management of concrete pouring, structural installation, and ongoing maintenance.
- Conduct and document regular condition inspections of all objects on display in temporary exhibitions; follow -object care and safety procedures for changes in condition
- Maintain and upkeep galleries hands-on/participatory engagement activities for the public.
- Secure training for manning installation equipment such as scissor lifts

D. Vendor Management and Contractor Oversight

- Serve as the primary day-to-day contact for all exhibition-related vendors, art handlers, and contracted preparators.
- Schedule and supervise outside contractors in coordination with the Curator, Curatorial Affairs Manager, and Facilities Manager.
- Solicit and review vendor estimates; provide cost information to the Curator and Curatorial Affairs Manager for budget tracking and expense approval
- Ensure all vendor and contractor contracts and permits meet Museum standards for worker safety and labor compliance.
- Ensure all work meets Museum standards for object safety and installation quality.

E. Temporary Loans Care and Art Preparation

- Monitor and maintain artworks to ensure object safety and high-quality presentation.
- Conduct regular gallery wall maintenance including cleaning and paint touch-ups.
- Prepare artworks according to established museum best practices, including hinging, framing, frame fabrication, and mount-making for exhibitions; secure lenders permissions.
- Maintain organized art storage areas, shipping and receiving spaces, and preparation rooms.

F. Documentation and Inventory

- Track all exhibition operational tasks and hours as required by institutional leadership for workload visibility and capacity planning.

G. General Duties

- Carry out other duties as assigned by the Curatorial Affairs Manager.
 - Support the Curatorial Department as needed, including in physical operations.
-

QUALIFICATIONS

- Experience with collections database systems, particularly TMS (The Museum System).
 - Direct experience managing exhibition registrar functions including loan documentation, condition reporting, and object location tracking.
 - Demonstrated experience in museum-standard art handling and exhibition installation, with progressively increasing responsibility.
 - Knowledge of archival best practices including matting, framing, hinging, and mount-making.
 - Working knowledge of Microsoft Excel and standard office software.
 - Experience supervising preparator staff, art handlers, or contracted crews.
 - Familiarity with fine arts insurance requirements and shipping/crating logistics.
 - Strong organizational skills and the ability to manage multiple concurrent installation timelines.
-

COMPETENCIES AND SUCCESS FACTORS

- Strong operational and logistical judgment, with a systematic approach to planning and execution.
 - Clear and professional verbal and written communication, including vendor correspondence and internal escalation.
 - Ability to work independently and make sound operational decisions in active installation environments.
 - Collaborative and approachable, with the ability to coordinate effectively across curatorial, collections, and facilities teams.
 - Committed to confidentiality, integrity, and the highest standards of object care.
 - Calm under pressure, with strong problem-solving skills during time-sensitive installation periods.
-

WORKING CONDITIONS

Work is performed on-site at the Museum, primarily in galleries, art storage areas, preparation rooms, and the loading dock, with some office-based tasks. The role requires regular use of tools and equipment including scissor lifts, dock lifts, and hand tools. Physical demands include frequent standing, walking, bending, crouching, climbing ladders, and working on lifts. Must be able to safely lift/push/pull objects weighing up to 50 pounds.

The standard schedule is 35 hours per week, Monday through Friday, and serves as a general guide only. Hours between 35 and 40 per week are compensated at the regular rate of pay. Evening and weekend hours should be expected during installation and deinstallation periods, loan arrivals and departures, and special exhibitions. Overtime compensation at 1.5x the regular rate applies to all hours worked over 40 in a workweek and must be pre-approved by the Curatorial Affairs Manager.

The scope of this role may evolve in response to organizational needs and institutional priorities. Additional duties and responsibilities may be assigned at any time by the Executive Director, Deputy Executive Director, and Curatorial Affairs Manager. The Museum reserves the right to modify, add, or reassign job responsibilities as business needs require.

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position.

PHYSICAL REQUIREMENTS

- Regular on-site attendance and in-person presence required; this position cannot be performed remotely.

PARRISH ART MUSEUM

- Ability to safely handle artwork and installation equipment in active installation environments.
- Frequent movement throughout gallery, storage, and loading dock spaces.
- Ability to work at height on ladders and aerial lifts.
- Lifting, carrying, pushing, and positioning artworks and exhibition materials, up to 50 pounds.

SCOPE OF AUTHORITY

Reports to the Curatorial Affairs Manager. Works in close coordination with the exhibition curators on exhibition execution schedules and loan documentation. Directly responsible for on-site installation of exhibitions; supervises part-time art handlers, photographers, and contractors engaged in exhibition preparation and installation.

The Exhibitions Registrar and Preparator is responsible under the guidance of the Curatorial Affairs Manager of the exhibition logistics, installation execution, and vendor coordination including contracts and vendor compliance. Collaborates closely with the Curatorial Affairs Manager on exhibition calendar governance; and is responsible for the show-change vendor scheduling together with the exhibition curator.

MISSION AND INSTITUTIONAL VALUES ALIGNMENT

The Parrish Art Museum seeks individuals aligned with its mission as a dynamic cultural resource for the East End community and beyond. The successful candidate will bring professionalism, curiosity, and a deep respect for the care and stewardship of cultural objects, contributing to a collaborative and mission-driven organizational culture.

COMMITMENT TO DIVERSITY

The Parrish Art Museum is an Equal Opportunity Employer committed to building a diverse and inclusive workplace. Candidates of all backgrounds are encouraged to apply.

Disclaimer

This job description is not intended to be a complete list of all duties, responsibilities, or qualifications associated with the position.

Employee Signature /

Date: