



Registrar Position Description

The Position

The Registrar is responsible for the coordination of incoming and outgoing loans and exhibition logistics. Working closely with the Director of Exhibitions and Curatorial Affairs the Registrar will manage loans; plan appropriate insurance and transportation, oversee packing, delivery, and security requirements, conservation needs as they relate to MoAD's exhibition schedule. The Registrar is also responsible for maintaining exhibition records and will work closely with the Facilities Manager to create a Disaster Preparedness and Emergency Response plan, an Integrated Pest Management Plan, implement the Collection Management Policy and oversee the Standard Facilities Report.

This position reports to the Director of Exhibitions & Curatorial Affairs and interacts with staff, curators, preparators as well as collectors, artists, galleries, contractors, and interns.

Compensation: \$63,000 annually
Status: Full-time employee (40 hours per week)
Schedule:
Reports to: Director of Exhibitions and Curatorial Affairs
Contingencies:

DUTIES AND RESPONSIBILITIES

- Implement, maintain, and enforce the museum's collection management policies and procedures, assuring their ethical integrity.
- Manage registration and exhibition records for all objects housed at MoAD.
- Work closely with the Executive Director to advise on budget and collections management procedures.
- Advise staff on matters concerning object care, loan, and display of objects.
- Advise on insurance coverage of loans and associated claims, issue insurance certificates.
- Draft, oversee, and maintain the Disaster Preparedness and Emergency Response Plan for collections.
- Work closely with Director of Exhibitions and Curatorial Affairs to oversee and monitor annual exhibition schedules and deadlines.
- Manage all exhibition agreements including contracts, loan forms, insurance, and other legal documents.

- Update Standard Facility Reports, distribute to lenders and respond to inquiries.
- Oversee transportation, packing, shipping and storage.
- Perform condition reports of exhibition objects upon entry and exit of the museum and as needed.
- Manage and monitor gallery environment and lighting.
- Procure installation/de-installation equipment and materials by obtaining estimates, negotiating costs with vendors, and ordering, as needed.
- Oversee art handlers during installation and deinstall of exhibition.
- Requires occasional weekend hours.
- Additional duties as required.

QUALIFICATIONS

- B.A. in museum studies, collection management, art history, history, or related field; M.A. preferred
- Minimum 2 years as a Registrar or similar collection management experience
- Expertise in standard museum registration and collection management practices including object handling, storage, packing and shipping, legal and insurance issues
- Excellent communication skills, both oral and written, including strong negotiation and conflict resolution skills
- Excellent project management, organizational and problem-solving skills including the ability to handle multiple projects simultaneously and meet deadlines
- Experience negotiating and coordinating with artists, vendors on requirements and agreements
- Experience managing others effectively and working collaboratively in team settings
- Ability to work independently and be self-motivated
- Professional demeanor paired with the ability to be flexible and maintain a sense of humor

Please submit resume and cover letter to:

The Museum of the African Diaspora (MoAD)
 685 Mission Street
 San Francisco, CA 94105
 Email: exhibitionjobs@moadsf.org

About Museum of the African Diaspora (MoAD)

The Museum of the African Diaspora (MoAD) is shaping a new vision for its future — a vision that builds on its unique history and values, and propels its mission into the 21st century. By realizing our mission, MoAD invites everyone to engage in the cultural expression of the African Diaspora through contemporary art.

The Museum of the African Diaspora is an equal opportunity employer and is firmly committed to complying with all federal, state and local equal employment opportunity ("EEO") laws. MoAD strictly

prohibits discrimination against any employee or applicant for employment because of the individual's race, creed, color, sex, religion, national origin, age, gender identity or expression, sexual orientation, height and weight, disability, marital status, partnership status and any other characteristic protected by law.