

Museum Professional 2 - Registration
Job Code 8412RG

REGISTRAR / TWEED MUSEUM OF ART

Interested in joining a thriving arts community? Want to live in a city with a small-town feel and big-city opportunities? The College of Arts, Humanities, and Social Sciences at the University of Minnesota Duluth invites applications for the position of Registrar at the Tweed Museum of Art.

The Registrar reports to the Director and is responsible for, but not limited to, all aspects of the care and management of works of art owned by or on loan to the Tweed Museum of Art. The Tweed boasts a collection of more than 12,000 objects, with particular emphasis in European, American, and Indigenous art. This position oversees the policies and procedures for the permanent collection, as well as loans to and from the Museum. The position is charged with the care, preservation, and risk management of the Museum's collections and with ensuring that the collections are available for current and future visitors.

The Registrar also oversees the installation schedule relating to art movements and staffing related to exhibitions, installations, and special events for collection and loaned objects in the museum and at other sites. This position works in close coordination with the Curator and Preparator on forward planning, forecasting, resource management, and scheduling. In collaboration with the Curator, the Registrar works to realize exhibitions and installations of works from the Tweed's collection, loans from other institutions, and traveling exhibitions. This position serves as the principal contact for internal and external colleagues on loan procedures, insurance and government indemnities, contracts, and lender negotiations.

The Tweed functions as an art collecting teaching museum promoting learning through collections stewardship, exhibits, and art programs (artist/gallery talks, workshops, panel discussions, performances, film screenings, music, Family Days, K-12 tours). The Tweed is an integral part of the educational mission at UMD, and it is also a prominent institution in the Twin Ports arts community and offers significant public programming throughout the year.

The Tweed Museum of Art is located on the University of Minnesota Duluth's campus, overlooking Lake Superior, in Duluth, MN, a regional comprehensive university with more than 9000 students and part of the larger University of Minnesota system. The Tweed's mission is to serve students and Minnesotans, and it was founded in 1949 through donations from Alice Tweed Tuohy. Originally built in 1958 on the UMD campus, the Tweed currently resides in a 33,000 sq. ft. facility with 9,190 sq ft. of exhibit space. Recent museum renovations include updates to the HVAC system, a refurbished gift shop, and the creation of a Study Room and a Maker/Communities Space. Please visit the Museum's website at: <https://tweed.d.umn.edu/>

The anticipated starting salary for this position is \$55,000-60,000.

Essential Functions:

Collection Maintenance and Oversight

- Has primary oversight and care for the collection of the Tweed Museum of Art
- Registers/assigns accession and catalog numbers to all objects in Tweed's collections in accordance with established registration system; maintains records of the accession, status, condition, history, provenance, location, and insurance of the collections.
- Maintains records of temperature/humidity for all art (owned by/on loan at) the Tweed.

- Oversees monitoring of environmental conditions of all collections and exhibition spaces in communication with conservators, UMD Facilities Dept. and appropriate Tweed staff.
- Ensures proper and effective maintenance, functionality, data integrity of core museum software programs, and their upgrades in accordance with best practices.
- Oversees donations and acquisitions of works into the collections, execute appropriate paperwork in a timely manner; responsible for effective stewardship of gifts (Deed of Gift, etc.) in compliance with University, AAM and other regulatory guidelines.
- Collaborates and communicates with appropriate stakeholders on a variety of topics, include but not limited to: responding to access to collections, developing disaster preparedness plan, setting long-range collections preservation policies and procedures, budget planning, development of a style guide and policies (collections management, etc.) and establishing proper protocols (handling of objects, etc.), ensuring that forms (loan forms, deed of gift, etc.) meet AAM standards and are approved by the University.
- Ensures compliance with laws/regulations pertaining to Tweed's collections and activities.
- Develops and implements registrarial policies and procedures in keeping with AAM standards, IRS regulations, copyright laws, and NAGPRA requirements.
- Creates, organizes and maintains Tweed's database, contractual forms, legal documents, computer files, and retrieval systems associated with accessioning/deaccessioning, packing/shipping, inventory audits, insurance, copyright, photographic documentation, conservation, and art owned by or on loan to the Tweed. Prepares acquisition information for review at Acquisition Committee Meetings.
- Obtains rights and reproduction for images used on website, social media, and Tweed's publications in accordance with copyright and fair use standards.

Exhibitions and Loans

- Plans, coordinates, and schedules collection rotation, installations, and exhibitions.
- Oversees handling, packing, movement, and inspection of all objects entering and/or leaving Tweed, including traveling exhibits. Confers with staff to develop practical methods of packing/shipping art.
- Negotiates and arranges loan partnerships, fine arts insurance policies, processes claims, and supervises risk management in consultation with Director.
- Collaborates with Curator and Director in the planning, scheduling, and production of exhibitions, including crew management, assembly of materials, construction, and installations.
- Assesses lender requirements and fee for loans, and negotiates terms in the best interest of the Tweed Museum of Art in consultation with appropriate staff. Communicates terms and special requirements of loans to appropriate staff at the Tweed and the lending institution, and monitors compliance with such terms and conditions.

Management and Budget

- Prepares exhibition and collections-related budgets.
- Informs University risk management to ensure sufficient insurance for all objects on display/loan is in place.
- Investigates possible grant support opportunities and writes grants to continue to improve collections/storage and moving collections online.
- Develops and manages departmental/registrarial budget.
- Assists students, faculty, and other individuals in research of and access to the collections.
- Manages occasional outside temporary staff such as conservators, photographers, appraisers, and art handlers.

Other Responsibilities

- Assists in developing online access to collection management systems.
- Represents Tweed at professional organizations, conferences, and meetings.
- Serves as a courier to accompany designated works, as required. Other duties as assigned

Required Qualifications:

- Bachelor's degree in art history, studio art, museum studies, or a related field, including law.
- At least two years of experience with art museum registration, ideally in an academic museum or art gallery.
- Demonstrated ability to coordinate multiple and complex projects simultaneously.
- Experience working with artists, collectors/donors, conservators, and shipping companies.
- Excellent computer skills and proficiency with electronic media.
- Excellent organizational and problem-solving abilities.
- Excellent communication, time management, and writing skills.
- Excellent interpersonal skills.
- Attentiveness to detail and accuracy.
- Confidentiality, discretion, and flexibility.

Preferred Qualifications:

- Master's degree in art history, studio art, museum studies, or a related field, including law
- At least 4 years of art museum registration experience, ideally in an academic museum or art gallery
- Knowledge of and experience with PastPerfect and other collections databases
- Knowledge of a foreign language

To Apply:

Please visit <https://hr.umn.edu/Jobs/Find-Job> and search for job posting 357562.