

The Menil Collection Employment Opportunity

Title: *Assistant Registrar, Collections and Exhibitions*

Department: *Collection Management*

Reports to: Director of Collection Management

Status: Full-time, exempt from overtime

General Responsibilities

Reporting to the Director of Collection Management, the Assistant Registrar, Collections and Exhibitions bridges the gap between logistics and collections registration. This position is charged with coordinating smaller collection-based exhibitions and gallery refreshes; acquisitions shipping as assigned; assistance with collections photography scheduling; management of the Art Logistics calendar and work order system and electronic and physical file management per established protocols. Special projects as assigned.

Specific Duties

1. Coordinate all registrarial aspects for in-house collection-based exhibitions and rotations as assigned. Essential functions include:
 - a. actively coordinate with members of Curatorial, Conservation, Exhibitions Design, and Art Services Departments to establish schedules;
 - b. disseminate information to all departments for effective communication; and,
 - c. prepare and monitor budgets for areas related to registration and art services for assigned exhibitions and rotations.
2. Coordinate incoming loans related to assigned exhibitions including but not limited to TMS tracking/entry, loan contracts, insurance coordination, packing/crating, security, and shipping.
3. Coordinate loan paperwork, insurance, packing/crating, and shipping logistics for incoming acquisition considerations.
4. Manage the established Art Logistics calendar and work order system, which includes:
 - a. track incoming work orders via a Menil Google form;
 - b. run TMS reports to include in the calendar event; and,
 - c. work closely with the Art Services Department to monitor work order progress through completion.
5. Assist Imaging Services Department with scheduling permanent collection photography, particularly for works going on view in collection-based exhibitions and rotations.
6. Coordinate the insurance valuation update process for the permanent collection and track and adhere to the limit of requests with outside verbal valuation contractors.
7. Maintain accurate and organized exhibition and loan files (both physical and electronic) per the Department of Collection Management's established procedures.
8. Act as the assigned registrar for the de Menil's residence and coordinate all art-related logistics.
9. Additional special projects as assigned.

Qualifications

1. BA or BS in Art History or Museum Studies.
2. 1-3 years practical experience in an art museum with demonstrated logistics registration experience.
3. Experience with The Museum System (TMS) preferred.
4. Ability to work collaboratively with others as part of a team and independently with a strong sense of responsibility and commitment.
5. Excellent organizational skills with keen attention to detail.
6. Excellent written and oral communication skills.
7. The ability to multi-task in a fast-paced work environment; must be flexible.

Benefits

The position comes with a comprehensive benefits package that includes paid vacation and sick time, medical and dental insurance, life insurance, AD&D, and LTD coverage. Employees may also participate in the Menil's 401(k) plan and receive an employer contribution equivalent to 5% of wages earned after one year on the job.

How to Apply

For immediate consideration, please email your resume and cover letter to hr@menil.org
You also have the option of forwarding your application materials via postal mail to:

Human Resources Department
The Menil Collection
1511 Branard Street
Houston, Texas 77006

The Menil Collection is an Equal Opportunity Employer and seeks diversity in its workforce. The Menil is committed to attracting, retaining, developing, and promoting the most qualified employees without regard to race, color, religion, sex, age, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.