

THE BRONX MUSEUM

JOB DESCRIPTION

Position Title:	Registrar and Exhibitions Manager
Position Type:	Full Time, includes some evenings and weekends
Union Status:	Union
FLSA Status:	Exempt
Compensation:	\$63,000 to \$65,000 per annum
Benefits:	Paid vacation, sick, holiday, and personal leave. Eligible after 3-months of work for vision, dental, and medical insurance, as well as a 401(k) savings plan. Eligible for a pension plan after 1-year of service.
Reports to:	Director of Curatorial Programs
Supervises:	Contract Workers, Vendors, Interns, Volunteers, Junior Staff

Mission of The Bronx Museum of the Arts

The Bronx Museum of the Arts is a contemporary art museum that connects diverse audiences of the Bronx to the urban experience through its Permanent Collection, Exhibitions, and Education programs. Reflecting the borough's dynamic communities, the Museum is the crossroad where artists, local residents, national and international visitors meet.

Since its inception in 1971, The Bronx Museum has prioritized serving the culturally diverse communities in which it was founded. Always free and open to the public—so there are no barriers to access—the Museum's contemporary art programming expresses the borough's tremendous cultural and community wealth, striving to be an open, inclusive, and equitable place where all feel welcome.

The Bronx Museum is committed to diversity, equity, and inclusion as core values. As an institution, we:

- Appreciate and leverage our broad and distinct differences, and involve and reflect the communities we serve;

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- Align our policies, practices, and resources that eliminate barriers so that people of all races, cultures, socioeconomic status, and perspectives have genuine opportunities to contribute and thrive; and
- Create an environment in which everyone feels valued and respected.

Position Description

Reporting to the Director of Curatorial Programs, the Registrar and Exhibitions Manager provides logistical and administrative support to ensure the Curatorial Department achieves its mission. The position supports the planning and production of exhibitions (onsite and traveling) and curatorial-related programs; manages a Permanent Collection of approximately 2,000 contemporary artworks in all media, focused on works by artists of African, Asian and Latin American ancestry reflecting the dynamic communities of the Bronx, and works by artists for whom the Bronx has been critical to their artistic practice and development; expands and deepens Museum holdings through research, documentation, and acquisitions as directed by the Director of Curatorial Programs; assists the production of Curatorial publications; and interfaces with artists, researchers, students, community members, colleagues, funders and other stakeholders.

Responsibilities

Budgetary:

- Administers the processing and tracking of all Curatorial expenditures, keeping within approved budgets, and working productively with the Director of Curatorial Programs and Finance Department to provide relevant documentation.

Exhibitions:

- Assists the research, planning, coordination, and implementation of exhibitions, including creating checklists and installation/de-installation schedules; arranging and overseeing loan agreements, proper insurance, packing and shipping; procuring installation materials and equipment as needed; maintaining supplies and tools; securing image rights; preparing labels, didactic and interpretive materials; and arranging and supervising contract Art Handlers and Preparators.
- Coordinates the production and installation of exhibition texts, prints, vinyl and labels.
- Assists the production of relevant texts for exhibition catalogues, announcements, signage, brochures, and other public materials and publications.
- Conducts visual gallery assessments, including readings of environmental monitoring equipment.

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- Responds to routine correspondence, e.g. artist and research inquiries, exhibition tour proposals.

Permanent Collection and Archives:

- Ensures proper maintenance and handling of the Permanent Collection in compliance with AAM policies and procedures and undertakings related to loans, exhibitions, digitization, or other projects; maintains the Permanent Collection and Archives database and files; and provides images, captions, and any required permissions for press, researchers, colleagues, and others.
- Assists potential donations and acquisitions, including research, preparing correspondence and acquisitions forms, and coordinating Exhibition and Permanent Collection meetings.
- Assists in the maintenance and environmental condition of all galleries and Fine Art Storage with walkthroughs of all premises, ensuring appropriate conditions for works of art on display and in storage.
- Oversees activities of academic and non-academic visitors, researchers and students using the Collection and Archives.

External Affairs, Fundraising, Education, and Public Programs:

- Assists the implementation of Curatorial public programming and assists the Education Department in their development of exhibition- and collection-based interpretive materials.
- Provides necessary materials to the Development and Marketing Departments for grant proposals, grant reports, and promotion of Curatorial projects and activities.
- Works in tandem with the Director of Curatorial Programs and Development Department to support the cultivation of exhibition and collection donors, including support of the Museum's Gala, as well as relevant smaller events throughout the year.
- Attends institutional and other scheduled meetings with funders, artists, curators, or professional colleagues as requested.
- Serves on Bronx Museum panels and juries as needed.

Required Skills/Abilities

- Demonstrated knowledge of best practices in fine art collections management, including the handling, care, preservation, installation, and storage of art, registration methods, electronic collection records, special exhibitions and loan administration, and fine arts insurance and indemnity

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- Track record of assisting the planning and production of exhibitions that are accessible to a wide, diverse public and stakeholders
- Excellent communication skills, verbal and written
- Highly organized, detail oriented and precise
- Proficient with Re:discovery Proficio or similar collections management platforms, as well as MS Office
- Ability to work independently and coordinate multiple projects simultaneously in a fast-paced environment
- Availability to work nights and weekends, as required
- Strong knowledge of and passion for contemporary art and community-based arts practice

Cultural Commitment

- Supports the Museum's vision and goals both externally and internally
- Commits to fostering, cultivating, and preserving a culture of diversity, equity and inclusion, while incorporating respectful communication, teamwork, and employee participation

Education and Experience

- Bachelor's degree preferably in Art History, Museum Studies, Arts Administration or closely related field or professional experience equivalent
- Minimum 2 years of registration and exhibition management experience and managing a Permanent Collection

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 20 pounds at times and ability to climb ladders

To Apply

Please email a resume and cover letter to careers@bronxmuseum.org and include "Registrar and Exhibitions Manager" in the subject line.

Selected applications will be contacted. Due to the high volume of resumes we receive, we will not be able to respond to phone calls or emails regarding the status of applications.

The Bronx Museum of the Arts is an equal opportunity employer.