

MESA ARTS CENTER REGISTRAR

JOB DESCRIPTION

Classification Responsibilities: A Mesa Arts Center Registrar is responsible for developing collection policy and supervises the care of artworks for the Mesa Contemporary Arts permanent collections and art works on loan for temporary exhibitions in accordance with Mesa Contemporary Art's mission statement and professional standards set by the American Association of Museums. Duties include management of acquisitions, the collection database, policies, storage, conservation, inventory, and collection records and research files. The Mesa Arts Center Registrar serves as one of the members of the Accessions Committee; is responsible for handling, preparing, installing, transporting, and storing art works according to accepted museum principles; preparing label text; recording information concerning art works; photographing art work; maintaining files; monitoring expenses; handling insurance needs; maintaining collection storage areas; monitoring the physical safety of the collection and all other artwork on loan; performing minor conservation; coordinating artwork loans with artists, galleries, and other museums; working with national shipping companies and brokers to coordinate delivery of art work; seeks outside funding for collections care; and curates three to five exhibitions per year in the SRP Permanent Collection Gallery. This class performs related duties as required.

Distinguishing Features: The Mesa Arts Center Registrar's work schedule is varied so evening and weekend work is included as a normal part of the schedule. Supervision is received from the Mesa Arts Center Curator who reviews work through observation, reports, and results achieved. This class is FLSA exempt-professional.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Fine Art, Art History, Museum Studies, Art Administration or related field of study, and considerable (3-5 years) gallery or museum collections experience.

Special Requirement. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualification. Experience working with museum databases is preferred.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates with the general public, other City employees, vendors, contractors, public officials, artists, collectors, other museum and gallery professionals, patrons, donors, volunteers and docents. Prepares written documents such as database of artworks, artist biographies, history of artwork or techniques used to create artwork, labels, policies, and educational documents with clearly organized thoughts using the proper sentence construction, punctuation, and grammar in order to present information regarding the artworks.

Manual/Physical: Reviews the work products of others to ensure compliance with museum standards for handling, packing, unpacking, shipping, storage of artwork, and use of tools and equipment. Inspects, monitors, and evaluates information, work-related conditions, and art objects to determine compliance with prescribed operating and safety standards, monitor climate control system, operate and maintain motorized equipment including forklift, scissors lift, and pallet jack. Uses common hand tools such as a hammer, saw, screwdriver, drill, matt cutter, utility blade to pack and unpack artwork, assist in the installation of exhibitions, mount exhibition signage, matt and frame artworks and do minor repairs of artwork. Operates a variety of standard office equipment such as computer, scanner, and slide projector to prepare written reports and materials, exhibition signage, and to assist the Mesa Arts Center Curator. Enters data or information into a personal computer in order to maintain the collection database, exhibition files, archives, and to correspond with artists or vendors. Prepares and/or updates schedules, graphs, exhibition timelines, Certificates of Insurance, facilities reports, and other documents as needed. Prepares artwork to be boxed or crated for mailing to the artist or other exhibiting institution. Unpacks incoming artwork, prepares condition reports, informs and works with insurance company or shipping company on any damage claims. Performs physical inventories of art collection, incoming artwork for exhibition, tools, installation materials and photographic equipment. Moves two and three-dimensional artworks from one place to another using hand truck, forklift, scissors lift, pallet jack. Moves artwork, crates, boxes, display props and materials weighing up to 50 pounds to install or take down exhibitions, pack or unpack artwork, and move artwork in and out of collections storage. Works with cleaning fluids and paints using normal, routine, protective equipment. Sets up and/or removes folding tables, chairs, or similar objects for exhibition receptions or special events.

Mental: Supervises volunteers, docents and interns working with the Mesa Contemporary Art Collection. Prioritizes own work. Resolves issues with climate control, proper storage and handling of artwork, issues with shipping companies/lenders/artists, insurance claims, and issues with installations. Develops Mesa Contemporary Art Collection policies and procedures. Conducts research and analyzes data on exhibitions, artwork, shippers, and collection data. Comprehends and makes inferences from art magazines, journals and texts to expand knowledge and remain current in the field. Performs financial, cost analysis, and budget maintenance associated with collection and collection management. Coordinates use of equipment with other City departments, coordinates incoming and outgoing shipping agents with local fine arts movers when cranes/forklifts are required, coordinates Security when special circumstances occur. Understands and/or interprets blueprints, schematic drawings, layouts, or other visual aids for the proper understanding of the HVAC system to ensure the proper temperature and humidity controls throughout the facility. Reads layout and drawings for the installation of exhibits and artwork. Learns job-related material through on-the-job training regarding current trends in collection management policies and procedures. Learns job-related material in a classroom setting regarding collection software, conservation techniques, and cataloging techniques.

Knowledge and Abilities:

Knowledge of:

museum/gallery principles and practices (examples: acquisitions, deaccessioning, preservation and conservation);
museum/gallery terminology;
collections principles and practices (examples: documentation, cataloging, title, copyright, repository commitments, packing and shipping, appraisals, and donor relations);
research methodologies;
production of reports using computer database programs;
principles of design and display of art and artifacts; and
packing materials and techniques used to protect art and artifacts.

Ability to:

ensure the physical care of the gallery collection is done in accordance with professional museum standards;
properly interpret and make decisions in conformance with gallery policies;
create and utilize a computerized database for record keeping purposes;
plan, organize, and perform work assignments using initiative and judgment;
select appropriate exhibit pieces;
remain calm and efficient under pressure; and
establish and maintain effective working relationships with City employees, vendors, management contractors, public officials, artists, collectors, other museum/gallery professionals, patrons, donors, volunteers and docents.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 6/18

TO/aa/kc

CS4094.DOCX

CS4322 (Part-time)

EEO-Prof

JOB FCTN-ART

INCREMENTS 66-200

PAY GRADE: 44

PAY GRADE: 44

IND-8868

SWORN-No