



## JOB INFORMATION

Job Code:	168911
Job Title:	Museum Registrar
FLSA Status:	Non-Exempt
Supervisory:	May oversee student, temporary and/or resource workers.
Job Family:	Museum Operations
Job Family Group:	Museums
Management Level:	7 Individual Contributor

## JOB SUMMARY

Has responsibility for performing registration and collections management including functions such as proper paper and photographic documentation, data management, installation, transportation, inventory, storage, cataloging, shipping, acquisitioning, preservation of artwork in permanent collection, incoming/outgoing loans and special exhibitions.

## JOB QUALIFICATIONS:

### Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Bachelor's degree	

### Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

### Work Experience

Req	Pref	Work Experience	Experience Level
X		2 years	of museum registrar or other related experience.
	X	3 years	

### Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

### Knowledge, Skills and Abilities

Req	Pref	Functional Skills

### Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Creates and maintains legal documents for accession and deaccession records of artwork in permanent collection, incoming and outgoing loan agreements, condition reports, insurance and customs paperwork, shipping receipts, rights and reproduction paperwork, etc.				
Manages preservation and conservation projects in art storage and permanent galleries as well as involved in the renovation of permanent galleries.				
Develops and administers the departmental budget related to special projects, collection database, art storage, and exhibition related budget pertaining to shipping, crating, insurance, transportation, and other related costs. Provides forecasts and projections used to develop budget, as needed. Provides financial status reports, as requested.				
Assists with developing grant applications for areas such as collections conservation, storage refinement and special programs.				
Monitors temperature and relative humidity changes in art storage and galleries. Cares and maintains permanent collection and conducts preventive conservation on the permanent collection as needed. Collects data and generates environmental conditions reports on a regular basis.				
Conducts inventory on a regular basis. Updates location movement of artworks in the collections information database. Creates and manages digital records and images in the collections database for permanent collection and updates collection on a regular basis.				
Investigates objects found in collection without identification tags, identifies the objects in the acquisition records, and assigns proper accession numbers.				
Serves as advocate for exhibitions, museum projects, recent and proposed acquisitions to donors, artists, collection committee, and others.				
Assists with the installation and de-installation of permanent and special exhibitions, managing incoming and outgoing loans according to exhibition needs and timelines, and conducts photographic documentation of all processes.				
Facilitates loan requests to other museums and art institutions, provides facility report and loan agreement, obtains certificate of insurance, pro forma invoice, customs paperwork and other necessary shipping documents, and coordinates shipping arrangement with different shippers, carriers and lenders.				
Coordinates with conservator on needed treatment for artwork in permanent collection, framers for artwork needing framing, and mount makers for artwork due to need for seismic improvement.				
Orders conservation supplies and materials for projects related to the collection and renovation of permanent galleries.				
Responds to inquiries in regards to the permanent collection, artwork, preventive conservation, rights and reproduction requests from others, and other related requests in accordance with museum's policies, procedures, practices and code of ethics.				
Assigns proper storage locations for all objects, locates and removes objects from storage for scholarly research, collection evaluation and assessment, exhibition preparation and all other purposes.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>	No

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.