

ALBANY INSTITUTE OF HISTORY & ART

Position Title: Registrar

Department: Curatorial

Reports To: Chief Curator

Supervises: N/A

Job Category: Manager

Pay Range: \$42,000 – \$52,000 annually

The museum offers a comprehensive benefits plan including medical, dental, vision, paid sick and vacation time as well as access to a long-term pension program. Salary commensurate with experience.

As a key member of the Curatorial team, the Registrar is responsible for leading the day-to-day management of collections items, including intake (new acquisitions and loans), storage, handling, catalogue database input, safety & security, and transport. The Registrar collaborates with other members of the curatorial staff to prepare items for installation and exhibition, ensure safe, secure, and appropriate display and care, and provide catalogue information, as needed. The Registrar reports directly to the Chief Curator.

Duties & Responsibilities

- Accessions all new acquisitions, including preparing and organizing all legal documents for donations, purchases, bequests, and promised gifts.
- Create and implement policies, procedures, and staff training related to collection management, including record-keeping pertaining to the permanent collection.
- Build a formal collections care strategy for ongoing, proactive maintenance of spaces.
- Manage AIHA's collection database (PastPerfect), including collection inventories and loans.
- Coordinate with Curatorial department staff for curatorial internship program.
- Oversee all aspects of lender and borrower negotiations and arrange packing, shipping, insurance, security, handling, condition reporting, and care for incoming and outgoing loans, produce and manage loan-related paperwork, maintaining digital and hard copy records.
- Develop and regularly update the AIHA Facilities Report.
- Serve as secretary for the Collections Committee.
- Train museum staff in collections handling, conservation, and care procedures, when necessary.
- Administer fine art insurance coverage for the collection, incoming loans, and outgoing loans.
- Conduct periodic inventories of storage locations. This includes off-site inspection of long-term loans, and recommendation to the Collections Committee for renewal / recall of objects.
- Proactively and conscientiously ensure the regular cleaning and physical care of collections and items on exhibition and in storage.
- Provide guidance to facilities leadership regarding environmental considerations impacting AIHA's collection.

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- Inspect collections and stored items for deterioration, infestations, damage, and proper security.
- In collaboration with the Preparator, develop and fabricate proper storage mounts and preservation housing for collection objects.
- Collaborate with staff on image and research requests for internal and external use.
- Work with the Curatorial team to execute exhibitions and installations of permanent collection objects, ensuring all object handling, mounting, environmental, and security requirements, plus special storage, conservation, and installation needs are achieved.
- Photograph and scan Curatorial and Library collections, including photo editing and management, as needed.
- Assist library volunteers with projects related to the library.
- When necessary transport objects to or from lenders or conservators and serve as courier.
- Order supplies for collections management, preservation, and exhibition preparation.

Core Competencies

- Demonstrated collections oversight expertise, including up-to-date knowledge of care, security, cataloguing, item loan processing, acquisition, and insuring of collection pieces.
- Demonstrated experience working on exhibitions generated internally and those travelling to the Institute.
- Extensive collaboration and advocacy skills.
- Proficient with Microsoft Office Suite or related software. PastPerfect experience preferred.
- Availability to work during the Institute's business hours, 9AM – 5PM (Monday through Friday) with flexibility for off-hours events and assignments as needed.
- Reliable transportation.

Education & Experience

- Master of Arts degree from an accredited college or university in Museum Studies, Public History, History, Art History, or a related field.
- 3–5 years of experience as a registrar in a museum that has collections and develops exhibitions from their collections.
- Firm knowledge of object handling and preservation.
- Experience coordinating fine art shipping and object loans.

About the Albany Institute of History & Art

Founded in 1791, the Albany Institute of History & Art is New York's oldest museum. With more than 25,000 objects in the collection and one million documents in the research library, its museum and library holdings form one of the most significant collections in the United States documenting the life and culture of the Hudson Valley region from the late seventeenth century to the present day. The broad scope of its

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collections includes paintings, sculptures, furniture and furnishings, prints, drawings and watercolors, antiquities, textiles and costumes, manuscripts, photographs, and more. Long-term exhibitions include The Hudson River School: Landscape Paintings from the Albany Institute, Ancient Egypt, and Nineteenth-Century American Sculpture.

Working Conditions and Environmental Factors

The work environment characteristics described here are representative of those the employee will experience on the job. While performing the duties of this job, the employee is working in office and/or client settings and may be exposed to items such as but not limited to toner, office equipment, dust, low noise levels, dirt, and fumes.

This position requires the employee to drive a vehicle, including a rental van, to conduct business as needed and therefore, the employee will be exposed to all types of weather conditions.

Mental and Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. The employee needs to be able to read, write, and speak English fluently.

The employee will have prolonged periods of sitting at a desk and working on a computer. Additionally, the employee is occasionally required to talk, hear, stand, walk, use hands to finger, handle, or feel and reach with hands and arms. Dexterity to write and operate standard office machines such as computers, printers, copiers, fax machines, phones, monitors, and other office and/or presentation-related equipment are required. The employee must occasionally lift and/or move up to forty (40) pounds. The employee must be able to climb up and down ladders regularly.

The mental and emotional intelligence demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee must:

- Act as a positive role model and effectively manage emotions and demonstrate tolerance and empathy.
- Demonstrate patience and flexibility with co-workers and external constituents.
- Handle difficult and challenging situations, manage multiple priorities, and meet deadlines.

To apply, please send a cover letter and resume to employment@albanyinstitute.org. Applications will be accepted until the position is filled. No phone inquiries.