

## **The Cummer Museum of Art & Gardens Employment Opportunity – Registrar**

The Cummer Museum of Art & Gardens seeks a Full-time Registrar to join its Curatorial team. The successful candidate will enjoy the challenges of working with objects of varied media, geographies, and time periods in a fast-paced environment among colleagues who are supportive of new ideas and creative risk-taking. Inspired by the tenets of quality, access, and fun, s/he will help create meaningful, impactful, and artful engagement opportunities for broad audiences by stewarding the care and documentation of our permanent and loaned collections for future generations. A creative problem solver passionate about the smallest details, the successful candidate will embrace new projects with a smile and a sense of humor, ready to roll up his/her sleeves to help the Museum gain local, regional, national, and international visibility through in-person and virtual experiences.

### About the Cummer Museum

The Cummer Museum, an AAM accredited institution in Jacksonville, Florida, maintains one of the most significant collections of European and American art in the Southeast. The Museum's founders, Arthur and Ninah Cummer, assembled a private collection of 60 Old Master and 19<sup>th</sup>-century American paintings, forming the nucleus of the permanent collection. In 56 years, the permanent collection has grown through purchase and donation to more than 5,000 objects, whose dates of origin range from 2000 B.C. to the present. The strength of the collection is European (1300 - 1920) and American (1800 - 1940) paintings, but representative examples of ancient Mediterranean art, Japanese art, and 20<sup>th</sup>-century American art are included in the collection. The Museum also features one of the three finest collections of early manufacture (1710 - 1750) Meissen porcelain in the world. In addition to permanent collection rotations, the Museum also hosts 6-10 temporary exhibitions annually.

The Cummer Museum boasts one of the most important and delightful gardens in Northeast Florida. Idyllically located on the banks of the St. Johns River, the gardens have a fascinating history, stretching back more than 100 years, and bear the imprint of some of the foremost names in landscape design and horticulture, including Ossian Cole Simonds, Ellen Biddle Shipman, Thomas Meehan and Sons, and the fabled Olmsted firm. The involvement of these prestigious firms gives national importance to the gardens at the Museum. In addition to the lush plantings, features such as reflecting pools, fountains, arbors, antique ornaments, and sculptures help create a special outdoor space that provides a perfect complement to the Museum's collections. The Cummer Gardens are listed in the National Register of Historic Places.

Throughout the institution's history, the collections have served as the cornerstone in the Museum's mission – to “engage and inspire through the arts, gardens, and education.” In accordance with the expressed wishes of its founder, Ninah May Holden Cummer, it seeks to serve as “a center of beauty and culture” for the benefit of “all of the people.” Educational programs are presented through the Museum's nationally recognized interactive learning center, Art Connections, winner of the prestigious IMLS Museum Services Award.

**Essential Function:** Responsible for oversight of Registration and Collections Management including accessioning, cataloging, records management, condition reporting, environmental conditions, storage, and security of art in the Permanent Collection, traveling exhibitions and loan objects.

- Support the Museum's mission, vision, and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect for individuals, commitment to our community, and accountability and ownership.
- Responsible for the care and maintenance of all works of art in the Permanent Collection, traveling exhibitions and loan objects, using contractual obligations (including lender stipulations), legal statutes (federal, state and local) and ethical guidelines in accordance with the American Alliance of Museums (AAM).
- Contribute to the development and implementation of Museum policies and procedures encompassing acquisitions, loans, exhibitions, deaccessions, storage, packing and shipping, security of artwork in transit and onsite, fine art insurance administration, and risk management in accordance with AAM.
- Perform periodic inventories of the Permanent Collection and Institutional Archives.
- Oversee and monitor the movement, handling, packing/unpacking, installation, and insurance of all Permanent Collection, traveling exhibitions, and loan objects within and outside museum. Coordinate all transit arrangements (including customs brokerage for international shipments); oversee couriers, travel arrangements and schedules.
- Develop, document, maintain, and update records and databases of the Permanent Collection and Institutional Archives in accordance with industry standards.
- Oversee access and manage additions to the Institutional Archives.
- Generate and process legal documents pertaining to acquisitions including Bills of Sale, Deeds of Gifts, Confirmation of Devise.
- Manage incoming and outgoing loans and all related documentation; generate invoices for recoverable expenses; review and approve methods of transportation; coordinate and/or serve as courier for Permanent Collections loans to exhibitions organized by other institutions.
- Coordinate all registrarial aspects for in-house, traveling, and Cummer-organized exhibitions. Essential functions include: negotiate/generate contracts in conjunction with Chief Curator, review and facilitate compliance with contracts (including lender stipulations) throughout the institution; disseminate information to all departments for effective communication; provide and monitor exhibition costs and process invoices; maintain accurate exhibition files including updated checklists, floor-plans, relevant and pertinent correspondence with lenders, invoices, condition reports, shipping documents.
- Monitor, document, and analyze the condition of the Permanent Collection, traveling exhibitions, and loan objects; serve as liaison with conservators on an as needed basis.
- Monitor Collections Care items such as cleanliness of galleries and art storage areas; environmental conditions and controls (security, temperature, humidity, light); display and housing methods in the galleries, art storage, Institutional Archives.
- Assist in management of outside contractors, temporary project staff, and vendors as it relates to the Permanent Collection, traveling exhibition, and loan objects.
- Coordinate rights and reproductions for the Museum including Permanent Collection, traveling exhibitions, and loan objects.
- Supply information for Museum reports (e.g. grants, annual reports) and publications (brochures, books, catalogues, member magazines).
- Contribute to the educational mission by managing curatorial and archives interns and volunteers to include selection process, performance management, and training.
- Oversee digital photography and imaging of the Permanent Collection.
- Participate as a member of the Safety Committee and Assessment Team.
- Lead activities in damage incident response.

- Contribute to the establishment of procedures and training of appropriate staff on curatorial policies; recommend and implement corrective measures or improvements as needed.
- Other duties as assigned.

Knowledge, Skills & Abilities:

- Bachelor's degree in Art History or Museum Studies. Master's degree preferred.
- 5 to 7 years practical experience in an art museum with demonstrated experience with outgoing loans, in-house and touring exhibitions, experience with complex courier coordination, physical and electronic file management, and best practices related to packing, crating, shipping (domestic and international), and insurance.
- Knowledge of standards in the handling, movement, and care of art objects.
- Able to act as courier for both domestic and international venues.
- A thorough understanding of legal issues for acquisitions, exhibitions, and loans.
- Excellent communication and organizational skills, including the ability to collaborate with staff at all levels across the institution, and with outside organizations and vendors.
- Strong organizational skills and ability to handle and prioritize detailed projects simultaneously and carry them through to completion.
- Demonstrated computer literacy in word processing and database management programs for museum collections. Familiarity with FileMaker Pro is preferred, but not required.
- Team player with the ability to organize information at a high level, multi-task in a fast-paced environment, and creatively solve problems.
- Must have excellent work habits, including a willingness to work the hours necessary to get the job done especially when important deadlines cause greater than normal departmental pressures.
- Ability to lift 25 pounds and climb a step ladder.
- Must have a valid passport and driver's license.

Qualified applicants send cover letter, resume and salary requirements.