



ART & HISTORY MUSEUMS
MAITLAND

EMPLOYMENT OPPORTUNITY

COLLECTIONS REGISTRAR

Art & History Museums – Maitland (A&H) seeks a dynamic Collections Registrar to manage the institution’s collections of artwork and artifacts, which enhance the educational experiences of community residents and regional visitors through a variety of exhibitions and programs.

INSTITUTION OVERVIEW

Art & History Museums - Maitland (A&H) engages the public by educating, collecting, preserving, interpreting, exhibiting and promoting art and history, inspired by Maitland’s heritage and the legacy of Jules André Smith. Through a unique architectural environment and inspirational programming, A&H stimulates thought, sparks the imagination, enriches the spirit, and fosters appreciation in art, history and preservation. A&H provides an immersive cultural heritage experience throughout its two historic campuses serving children, adults, artists and historians. Activities include artist residencies, artists' studios, contemporary art exhibits, professional art instruction, interactive history exhibitions, hands-on history programs, lectures, films, special events, and more.

In partnership with the City of Maitland, A&H currently operates five museums: the Maitland Art Center, the Maitland History Museum, the Telephone Museum, the Waterhouse Residence Museum and the Carpentry Shop Museum. The Maitland Art Center, originally known as The Research Studio, is greater Orlando’s only, National Historic Landmark.

Job Summary: The Collections Registrar is a key staff member responsible for the care and management of the collections of art, historical artifacts and archival materials in accordance with statutes and professional standards, as well as adopted policies and procedures.

Duties:

- Work under the supervision of the Director of Experiences to plan, implement, evaluate and manage all phases of the Experiences Plan’s collection management activities;
- General tasks include, but are not limited to:
 - o Process incoming and outgoing loans and permanent donations;
 - o Process new accessions;
 - o Inventory and catalogue existing collections;
 - o Conduct provenance research about objects;
 - o Photograph permanent collections objects and loaned objects and new objects;
 - o Digitize photographic collection and other images;
 - o Transcribe archival materials;
 - o Enter information into collections database;
 - o Complete object condition reports; and
 - o Provide proper storage for all collections.
- Assist the Director of Experiences in developing and implementing a comprehensive and cohesive experience, including exhibitions and educational programs, for guests that unites the institution’s dual focus of art and history;
- Assist the senior leadership team and collaborate with all staff for the advancement of the organization;



- Train, supervise and retain volunteers to assist with all collections management functions;
- Develop and oversee an collections management budget that is financially sustainable, working with Advancement Department staff to obtain funding through grants, sponsorships and donations;
- Maintain all physical files, digital files and databases of the collections, utilizing a collections management database; and
- Complete other duties as assigned by the Director of Experiences or the Executive Director.

Qualifications:

- Knowledge of and experience with collections management methods and tools required, including Past Perfect software;
- Superior written, verbal, and interpersonal communication skills;
- Outstanding analytical skills, problem solving skills, and presentation skills;
- Proven project-management skills with the ability to achieve results with nominal supervision;
- Excellent attention to detail;
- A team player with a strong work ethic who can develop a positive and highly productive work environment while maintaining flexibility;
- Ability to successfully interact and collaborate with key stakeholders to achieve results;
- Ability to prioritize, multi-task efficiently and respond to a high volume of ongoing requests in a timely fashion to meet deadlines;
- Ability to continually develop skills related to use of rapidly changing technology and communications best practices;
- Ability to adapt and be flexible in a dynamic work environment;
- Demonstrated success in working with a culturally diverse community;
- Proficient computer skills, including e-mail, Internet, and Microsoft Office, such as Word, Excel and PowerPoint;
- Knowledge of and experience with Past Perfect collections management software;
- Physical ability to lift objects weighing up to fifty pounds (50 lbs.), climb stairs and ladders, stoop, bend, push, pull and perform other physical duties;
- Must be available for a flexible schedule that includes some evenings and weekends;
- At least one (1) years related professional experience; and
- A minimum of a bachelor's degree from an accredit college/university in a related field required.

ADDITIONAL INFORMATION

The Collection Registrar is currently a part-time position within the Experiences Department. Work schedule is flexible up to sixteen (16) hours per week.

HOW TO APPLY

Apply in confidence to Director of Experiences Rangsook Yoon, Ph.D. via email at Rangsook@ArtAndHistory.org. Please send cover letter, résumé (.pdf preferred), and names of three references with contact information. In cover letter, please address museum experience in relation to primary position duties. Review of applications will remain open until the position is filled. Please, no phone inquiries. Art & History Museums – Maitland is an equal opportunity employer.