

ART GALLERY REGISTRAR

NATURE OF WORK

This is responsible administrative and technical work in the receipt, documentation, storage and preservation of the permanent collection and borrowed artworks of the University Art Gallery.

The employee of this class is responsible for the development and implementation of a permanent collections records system and for the coordination of the borrowing of art works from artists and private collectors. Work also includes administering the permanent collection loan program; assisting in planning, organizing and coordinating of gallery and touring exhibitions; ensuring proper storage of the collection; assessing the condition of the collection and recommending conservation action. Work is performed with considerable independence and initiative under the direction of the Director and is reviewed through discussion and observation of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Develops and implements a permanent collection records system consistent with national inventory standards; maintains registration records; assigns accession numbers to acquisitions; documents information pertaining to origin, history and condition of works; arranges the preparation of slides and photographs for each item in the collection for documentation purposes; maintains contact with the Canadian Heritage Inventory Network.

Coordinates the receipt of donated works from artists and private collectors; arranges transportation of donated art objects through shippers; assesses condition of proposed donations; recommends acceptance with regard to condition, restrictions on gift and provenance, as appropriate; assists with the preparation of applications to determine fair market value of art works.

Administers the permanent collection loan program; arranges for faculty and staff to view the collection and select works; advises of items not available and procedures governing the program; schedules delivery; prepares and maintains related location records.

Assists with the planning and organizing of activities related to exhibitions and touring shows; compiles and forwards lists of permanent collection works consistent with established criteria to curatorial staff; arranges for the recall and reconditioning of works; prepares information for proper labelling of art objects; schedules the collection of borrowed works from artists and private collectors; arranges insurance coverage for borrowed works and responds to related inquiries.

Liaises with technical personnel regarding packing of exhibition items; advises of conservation concerns to be incorporated into technical procedures; contacts shippers to arrange transport of touring shows; discusses condition of exhibitions and inquiries about temporary storage arrangements with other galleries.

Identifies damaged items in collection; prioritizes conservation needs; liaises with external conservation agencies to discuss proposed restoration treatments; approves treatments; performs minor conservation work including re-hinging, flattening, and spot removal and cleaning, as required.

Provides information regarding insurance, copyright, charitable donation receipts and related matters, as required.

Contacts organizing galleries regarding travelling exhibitions; oversees the receipt of shipments; completes inward and outward condition reports; performs minor restoration work and completes related records.

Assists in the development of permanent collection policies.

Conducts physical inventory of permanent collection works periodically; verifies location of items; notes condition of prints which require restoration for recall purposes.

Participates on external committees regarding conservation concerns.

Performs related work as required.

REQUIREMENTS OF WORK

Some experience in the registration of art works in an art gallery or museum; graduation from an approved college or University with major coursework in Fine Arts; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Considerable knowledge of the concepts, principles, methods and techniques of accessioning, describing, arranging and storing fine art.

Knowledge of art gallery operations.

Knowledge of current technical developments and of new terms and processes in art conservation.

Knowledge of the hazards and proper safety precautions for fine art.

Knowledge of fine arts and of the processes and techniques of various art forms.

Some knowledge of University rules, regulations and procedures.

Some knowledge of the orientation and developments of the local art community.

Ability to establish and maintain fine art registration and related records.

Ability to assess environmental conditions and the impact on fine art.

Ability to identify fine art conservation problems.

Ability to illustrate proper handling and storage methods to technical staff.

Ability to understand and follow oral and written instructions.

Ability to present ideas effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with external conservators, donors, external gallery officials and University faculty and staff members.

Skill in the performance of minor restoration techniques.

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Under Review: 2004.01.05