



MAM Registrar

MAM Registrar oversees maintenance and supervision of MAM's collections, including acquisition, storage, cataloging, and packing and shipping of artworks. Provides high quality care and conservation of artworks and monitors environmental conditions in storage and in exhibitions. Advocates for collections, provides and supervises access to collections. Generates contractual and legal documents, such as Deed of Gifts, Loan Agreements, Certificates of Insurance, Condition Reports, Artwork Receipts and Contracts. Serves on MAM exhibition committee and integrates collection into exhibitions and advises other staff on collection matters. Conducts collection research and research related to exhibitions. Supervises the administration and handling of borrowed objects and loan transfer. Supervises interns, volunteers and contractors. Participates in grant funding efforts for collections and serves as a team member in long range planning.

Collection Management

- Develop, maintain and implement collections management policy and procedure guidelines, integrated pest management policy and procedure guides, and a long-term conservation and collections plan.
- Maintain and supervise organization of artworks in storage.
- Coordinate and serve on the MAM Collections Committee; works with Board Committee Chair to develop and maintain meeting agendas and minutes. Research artists and artworks for acquisition committee review; work with the Senior Curator to formulate staff recommendations for approval or disapproval of proposed acquisitions to the permanent collection.
- Supervise and complete the cataloging of and research on objects in the permanent collections, in both the computer database and paper files on objects and artists, photographic documentation, insurance schedules, and object inventory. Continually develop and deepen the resources and information on collection objects, special collections and the collection as whole.
- Recommend approval or disapproval of loans requests of collection objects to Director, Senior Curator, execute Loan Agreement, request Certificate of Insurance, and report loans to the Collection Committee. Administer and process packing and shipping of artworks, and maintenance of approved loans for approved outgoing loans.
- Provide and supervise access to the collection.
- Compile bi-monthly reports of collection activities and annual reporting for MAM Annual Report.

- Maintain current facility reports and provide to lenders as needed.
- Develop policy and procedures for and maintain program of lending art from MAM's collections for display in County & City public spaces.

Collections Care, Preservation, Conservation

- Monitor and supervise environmental controls in collections area and exhibition areas.
- Research conservation techniques for specific collection object problems and recommend or complete action on damaged artworks.
- Evaluate condition of artworks for outgoing and returning loans; completing condition reports.
- Oversee collection object use and placement in MAM exhibitions, and with loans, to prevent environmental damage.
- Develop and maintain security and disaster procedures related to collections and train staff in procedures.
- Oversee the cataloging and organization of MAM's Library; ensuring that new titles are delivered to the Missoula Public Library for cataloging and are subsequently properly shelved, and order maintained.

Collection Research

- Respond to all inquiries and requests from professionals, public, and staff regarding collection objects and policy.
- Maintain membership in professional organizations.
- Maintain training to keep education up-to-date.

Exhibition Research & Writing

- Complete research on collection artworks for interpretation in exhibitions and museum promotional materials.
- Participate in MAM Exhibitions Committee. Work with Curators to weave collection objects into collection focused exhibitions and other themed exhibitions.
- Conduct exhibition inventory and conditioning for incoming and outgoing loans; prepare and process loans for touring exhibitions.

Public Contact

- Assist Senior Curator to create, promote and co-host quarterly programs for MAM's Contemporary Collector's Circle (a MAM membership group whose dues are devoted to an acquisition to the collection annually). Coordinate with MAM Development Director and Senior Curator to maintain and update CCC dues paying and donor records in database. Coordinate annual acquisition to the collection emanating from CCC dues.
- Assist Senior Curator in working with donors to the collection, providing and completing paperwork for all donations to the collection, conducting inventories, and interviewing

donors to collection object histories. Assists in maintaining contact and files of Joyce Folsom Society legacy donors, including documentation of intended legacy gifts.

Supervise Volunteers, Interns

- Provide orientation and projects for volunteers/interns.
- Plan and implement continuing internship program using University of Montana students.
- Supervise volunteers on specific projects.
- Review and evaluate work by volunteers/interns.

Grant Writing/Management

- Work with Curators to research, write and manage grant funding for conservation and collection activities.

Accountability (results that the job should achieve)

MAM collections are professionally maintained and properly cared for. All new acquisitions are accessioned into the collections in a timely fashion and with full documentation. Existing collections are researched and documentation is updated. Lively exhibitions are created from collections annually and artworks from the collection are woven onto other exhibitions. Public and professional access to the collections and related data are provided. Volunteer and interns are utilized to maximize the accessibility and documentation for the collections. Storage is well-organized and environmental conditions are stable or problems are reported. Grant projects are planned, applications are filed, and projects completed, if funded.

Requirements: Minimum qualifications: B.A. in related field required; additional training or related experience beneficial (related fields: art, art history, library science, museum studies).

Knowledge: Background in art and/or art history required. Working knowledge of Past Perfect, Microsoft and Photoshop applications required. Current professional practices in museum collection care very beneficial.

Skills: Self-motivated and highly detail-oriented. Ability to work independently and function well as a team player. Ability to chair meetings, organize agendas, participate energetically in planning and development.

Position open until filled.

Salary: Regionally competitive salary with fully subsidized benefits.

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