

## **Job Title: REGISTRAR**

This is a one-year, full-time maternity leave replacement position with anticipated start date in December 2017.

### **Job Summary**

The Registrar contributes to the objectives of the Kelowna Art Gallery mainly in relation to arranging shipping for exhibitions, participating in installing exhibitions, condition reporting the works of art in and out of the gallery, traffic management of works of art, contracts and loans with other galleries and individuals lending works, monitoring and recording the galleries' climate conditions, organization and condition monitoring of the permanent collection, insurance administration, and assisting with building security. The Registrar reports directly to the Gallery's Curator.

### **Duties and Responsibilities**

The Registrar is responsible for assisting the Curator with permanent collection management and its condition monitoring, as well as shipping and installing aspects of exhibitions. This includes liaising with the City of Kelowna staff to maintain required climate conditions of the Gallery. The Registrar is also accountable to the Executive Director for insurance coverage, building security, and gallery emergency preparedness.

The Registrar is responsible for:

- Managing inbound and outbound condition reports on loaned exhibitions, and liaising with artists and/or lending galleries regarding shipping
- Drafting exhibition agreements and contracts, managing inbound/outbound receipts for works of art, loan agreements, etc.
- Arranging travel, accommodation, and cheque payments for exhibiting/visiting artists and curators
- Administration of insurance: all aspects and details of insurance coverage for the premises, the permanent collection, and objects/exhibitions on loan.
- Copyright administrator for the Gallery, this includes granting and requesting reproduction permissions and administration of copyright fees
- Manages publication inventory and distribution

### **Permanent Collection**

The Registrar manages the preventive conservation aspects of the permanent collection, re: storage, environment (climate monitoring), framing, movement of art within the gallery, packing and shipping of art, and transportation outside the gallery. The Registrar manages the collection database, and its online access, and assists with the Acquisitions Committee by preparing meeting agendas and taking minutes. The Registrar works with the Curator on certification applications to the Canadian Cultural Property Export Review Board, as well as paper files on objects and artists.

### **Working Conditions**

This is a full-time position based on a 35-hour week. Flexible hours will be dictated by workload and exhibition installation requirements.

### **Skills Required**

Excellent organizational skills and experience in meeting tight deadlines.  
 Excellent verbal and written communications skills and keen attention to detail.  
 Good ability to work in a team environment.

**Minimum Qualifications:**

Post-secondary degree in Art History, or equivalent, MA desirable in related field, for example, Museum Studies.

2-5 years' experience in collections management or similar duties in a public gallery or museum environment.

Excellent working knowledge of Microsoft Word, Microsoft Outlook, Excel and Past Perfect on a PC platform.

Please e-mail cover letter and resume to: [hr@kelownaartgallery.com](mailto:hr@kelownaartgallery.com)

**Deadline: November 15, 2017**

The Kelowna Art Gallery is an equal opportunity employer and encourages applications from self-identified members of underserved communities as well as visible and invisible minority groups. We thank all who express interest in this position, however, only those selected for an interview will be contacted. No phone calls please.