

# **JOB POSTING**

## **Registrar (leave replacement)**

**Morris and Helen Belkin Art Gallery, The University of British Columbia**

Full-Time, 4-month term appointment from September 4, 2018 to January 4, 2019 (Management & Professional, AAPS)  
UBC Job ID 30201

**The priority application deadline is June 20, 2018.** However, applications will be accepted until the position is filled. Use the following link to view the full posting and apply online:  
[www.staffcareers.ubc.ca/30201](http://www.staffcareers.ubc.ca/30201)

The Morris and Helen Belkin Art Gallery at The University of British Columbia has an international reputation for its innovative work in the field of contemporary art. The Gallery promotes understanding and discussion of contemporary art and contemporary issues in art history, criticism and curating through research, acquisitions, exhibitions, publications, loans, education, special projects and exchange programs with major institutions worldwide. Founded as the UBC Fine Arts Gallery in 1948, the Belkin's history has a deep interconnection with the development of contemporary art practice in Vancouver. A Category A institution, the Belkin houses the University's art collection of over 4,500 objects—one of the largest public collections of art in British Columbia—and a substantial archive. The Belkin's holdings provide a resource for exhibitions, teaching and learning and scholarly research. Operating as an academic unit of the Faculty of Arts, the Gallery is closely tied to the Department of Art History, Visual and Theory and participates in the training of student curators in the Critical and Curatorial Studies Program. The Gallery oversees the acquisition, installation and maintenance of works in the University's Outdoor Art Collection on the Vancouver campus.

### **Position Summary**

This is a temporary leave replacement position at the Morris and Helen Belkin Art Gallery. The Registrar is responsible for the management of the Gallery's collection as it relates to registration, documentation, acquisitions, loans, deaccessions, storage and access to the collection. This position is responsible for managing incoming loans of works of art and objects and travelling exhibitions from other institutions, organizations and individuals as well as managing rights and reproductions for the Gallery and image requests from external parties. The Registrar works closely with the Gallery's Archivist and contributes to records management systems and provides support for the archives.

Collections management responsibilities include but are not limited to: overseeing registration; object condition reports; insurance; managing research information and access requests to the collection; and assisting curatorial and other museum staff with access to the collection. The position manages the Gallery's collections information database, including data entry and digitization process, ensuring content on internal and online versions of the database is kept current and images accessible for researchers. The Registrar manages the processing of acquisitions to the collection and archives, including appraisals, documentation and compiling and submitting applications to the Canadian Cultural Property Export Review Board for certification. Working closely with the Manager of Technical & Design Services the Registrar advises on and manages conservation and storage of works in the collection, and maintenance of the outdoor art collection. The position reports to the Director/Curator and may supervise and

train auxiliary staff, students and interns. This position contributes directly to collections and exhibitions planning and to the development of policies and procedures of the Gallery.

### **Qualifications**

Undergraduate degree (Master's degree preferred) in a relevant discipline such as art history, fine arts, museum studies, or library and archival studies plus a minimum of four years of related experience, or an equivalent combination of education and experience with demonstrated professional experience in loans and collections management, supervising staff, and project management experience. The successful candidate will have: Considerable knowledge of the methods, practices and regulations for local, national and international shipment of works of art and insurance requirements relevant to lending works of art; knowledge of the policies and procedures regarding professional standards for registration and collections management; knowledge of art history and contemporary art and contemporary art practices; knowledge of the techniques of handling works of art, and the standards and practices for preventative conservation and condition reporting; experience with museum collection and contact management databases and other relevant software (experience with PastPerfect is an asset); knowledge of the Canadian Cultural Property Export and Import Act and Canadian Cultural Property Export Review Board guidelines for certification of art works and experience processing donations of artwork preferred; knowledge of fine art appraisal procedures and practices preferred; knowledge of information management, Canadian Copyright Act and BC Freedom of Information and Protection of Privacy Act (FIPPA); knowledge of the UBC community, experience working in a university art gallery/museum and knowledge of the Belkin Art Gallery's collection and archives an asset; ability to train and supervise project staff and students; ability to work as part of a team, as well as coordinate the activities of a group; ability to maintain effective working relationships with a wide variety of external and internal contacts; ability to handle pressures of meeting daily deadlines and use sound judgement in solving problems as they arise; excellent communication skills, both oral and written; excellent organizational skills to administer numerous projects and a multitude of arrangements simultaneously and under tight scheduling constraints; ability to exercise discretion in regards to handling confidential information and Gallery records is critical; excellent budgetary management skills; ability to work on a ladder, and be comfortable moving artworks in a variety of gallery and collections environments.

Salary range: \$4,665.92 (minimum) - \$5,601.17 (midpoint) - \$6,721.42 (maximum) per month

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To apply for this position please email a cover letter and CV to:

Annette Wooff, Administrator  
Morris and Helen Belkin Art Gallery  
The University of British Columbia  
1825 Main Mall  
Vancouver, BC V6T 1Z2  
[annette.wooff@ubc.ca](mailto:annette.wooff@ubc.ca)

UBC hires on the basis of merit and is strongly committed to equity and diversity within its community. We especially welcome applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities. All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.