

FULL JOB DESCRIPTION

- Position Title:** Registrar & Exhibitions Manager
- Position Type:** Full time (includes some evenings and weekends)
- Union Status:** Union
- FLSA Status:** Exempt
- Compensation:** Salary is competitive and commensurate with experience.
- Reports to:** Senior Curator
- Supervises:** Supervises contract workers such as Preparators and Art Handlers, Researchers and Students using the collection and archives.

Mission of The Bronx Museum of the Arts

The Bronx Museum of the Arts is a contemporary art museum that connects diverse audiences of the Bronx to the urban experience through its Permanent Collection, Exhibitions, and Education programs. Reflecting the borough's dynamic communities, the Museum is the crossroad where artists, local residents, national and international visitors meet.

Since its inception in 1971, the Bronx Museum has prioritized serving the culturally diverse communities in which it was founded. Always free and open to the public—so there are no barriers to access—the Museum’s contemporary art programming expresses the borough’s tremendous cultural and community wealth, striving to be an open, inclusive, and equitable place where all feel welcome.

The Bronx Museum is committed to diversity, equity, and inclusion as core values. As an institution, we:

- Appreciate and leverage our broad and distinct differences, and involve and reflect the communities we serve;
- Align our policies, practices, and resources that eliminate barriers so that people of all races, cultures, socioeconomic status, and perspectives have genuine opportunities to contribute and thrive; and
- Create an environment in which everyone feels valued and respected.

Position Description

The Bronx Museum seeks a full-time Registrar & Exhibitions Manager to join a team working to reaffirm the Museum's commitment as a liberated space where arts and culture are in service to its diverse communities. An in-depth knowledge of contemporary art is preferred.

The Registrar & Exhibitions Manager provides logistical and administrative support to ensure the Curatorial Department of the Bronx Museum achieves its mission. The position supports the planning and production of exhibitions (onsite and traveling) and curatorial-related programs; manages a Permanent Collection of over 2,000 contemporary artworks in all media, focused on works by artists of African, Asian and Latin American ancestry reflecting the borough's dynamic communities, and works by artists for whom the Bronx has been critical to their artistic practice and development; expands and deepens Museum holdings through research, documentation, and acquisitions as directed by the Senior Curator; assists the production of exhibition catalogues and other Curatorial publications; and interfaces with a broad and interested public, including a range of artists, researchers, students, community members, colleagues, and funders.

Budget Responsibilities:

- Administers the processing of all curatorial expenditures, keeping within approved budgets, and working productively with the Senior Curator and Finance Department to provide relevant documentation.

Exhibition Responsibilities:

- Assists the research, planning, coordination, and implementation of exhibitions, including exhibition checklists and installation/de-installation schedules, overseeing loan agreements and shipping arrangements, securing image rights, and preparing labels, didactic and interpretive materials; and retaining and supervising Art Handlers and Preparators.
- Assists the production of relevant texts for exhibition catalogues, announcements, signage, brochures, and other public materials and publications.
- Responds to routine correspondence, e.g. artist and research inquiries, exhibition tour proposals.

Permanent Collection and Archives:

- Works in tandem with the Senior Curator to ensure proper maintenance and handling of the Permanent Collection in compliance with AAM policies and procedures and undertakings related to loans, exhibitions, digitization, or other projects; maintains the

Permanent Collection and Archives database and files; and provides images, captions, and any required permissions for press, researchers, colleagues, and others.

- Assists potential donations and acquisitions as directed by the Senior Curator including research, preparing correspondence and acquisitions forms, and coordinating Exhibition and Permanent Collection committee meetings.
- Assists in the maintenance and environmental condition of all galleries and Fine Art Storage with walkthroughs of all premises, ensuring appropriate conditions for works of art on display and in storage.
- Oversees activities of academic and non-academic visitors, researchers and students using the Collection and Archives.

External Affairs, Fundraising, Education and Public Programs:

- Assists the implementation of Curatorial public programming and assist Education Department in their development of exhibition- and collection-based interpretive materials.
- Provides necessary materials to the Development and Marketing Departments for grant proposals, grant reports, and promotion of Curatorial projects and activities.
- Works in tandem with the Senior Curator and Development Department to support the cultivation of relevant donors and stakeholders, including the Museum's Gala benefit/s, as well as other smaller events throughout the year.
- Attends institutional and other scheduled meetings with funders, artists, curators, or professional colleagues as requested.
- Serves on Bronx Museum panels and juries as needed.

Desired Qualifications and Experience

- Art History background, with B.A. degree (required), in the field or comparable experience
- Minimum 2 years of registration, exhibition management or museum experience and working with a Permanent Collection preferred
- Demonstrated knowledge of procedures for art handling, storage, and condition reporting
- Track record of assisting the planning and production of exhibitions that are accessible to a wide, diverse public and stakeholders

- Excellent oral, written, and interpersonal skills
- Fluency in various computer and digital imaging systems (TMS a plus)
- Ability to manage simultaneous priorities and meet deadlines
- Ability to maintain a flexible work schedule
- Ability and appetite to work well and/or supervise various constituencies
- Spanish/English bilingual skills a plus

Application Instructions

No later than November 15, 2021.

Email a resume, cover letter and two writing samples to: humanresources@bronxmuseum.org and include “**Registrar & Exhibitions Manager**” in the subject line.

Selected applications will be contacted. Due to the high volume of submissions we receive, we will not respond to phone calls or emails regarding the status of applications.

The Bronx Museum of the Arts is an equal opportunity employer.