

Job Summary

The Assistant Museum Registrar assists with the management and operations of a museum or gallery which houses the extensive University of South Florida collection and related archives.

Nature of Work

An Assistant Museum Registrar typically reports to the Curator of the Collection, Chief Preparator, and/or other appropriate administrator. The primary duties of this position involve assisting with and tracking the movements of individual artworks in the USF Collection, documenting the condition of artworks included in incoming and outgoing loans, assisting with correspondence and agreements for incoming and outgoing loans, assisting with the installation of artworks and exhibitions as needed, coordinating the shipping of art, maintaining records in the database and verifying the accuracy of all records. This position may work with student employees and/or interns. This position works closely with the Curator of the Collection, Exhibition Designer, and the Chief Preparator on the installation of temporary and other exhibitions organized for the USF Contemporary Art Museum.

Examples of Duties/Areas of Responsibilities

- Coordinates and schedules incoming and outgoing artwork.
- Corresponds with curators, artists, galleries, and collectors to manage incoming and outgoing loans.
- Packages artwork for safe transit.
- Enters and monitors all artwork in the database used to track the USF Collection and maintains and verifies all records.
- Assists with all art installations in the museum and all on and off campus locations.
- Assists with the framing of artwork.
- Assists with the maintenance and cleaning of the museum shop.
- Assists with evaluating vault storage and implementing measures to properly store artwork.
- Assists with gallery buildout for temporary exhibitions.
- Assists with the creation of artwork labels and gallery signage.
- Performs related work as required.

Competencies/Skillsets

Ability to work as part of a team. Organizational skills. Detail oriented. Research skills. Planning skills.

Minimum Qualification Requirements

Bachelor's degree in an appropriate area of specialization, or an equivalent combination of education and experience.

USF Job Class Details

JOB CODE: 4414

JOB TITLE: Assistant Museum Registrar

FLSA: Nonexempt

PAY PLAN: 23

CAREER BAND: C

UNION CODE: 35

BARGAINING UNIT: AFSCME

SUPERVISOR LEVEL: 99

EFFECTIVE : 07/09/2021