



Associate Registrar for Collections Curatorial Division

The Baltimore Museum of Art seeks a full-time Associate Registrar for Collections to assist with management of the Museum's permanent collection.

RESPONSIBILITIES

Responsibilities include but are not limited to:

- Managing the accessions process from the initial contact with donors and vendors for shipping arrangements through receipt and the internal process of review, documentation, and storage.
- Generating forms and reports, coordinating the movement of the object through internal processes, reviewing cataloguing, and creating paper files.
- Overseeing cross-departmental deadlines for accessions processes.
- Determining best cataloguing practices and the preservation of all accessions related documents.
- Reviewing pertinent contracts and agreements with artists and galleries regarding the preservation and display of the works of art.
- Assisting the department with the deaccessioning process as well as inventories, on-site and off-site storage maintenance, access to collection objects and records for staff and visiting scholars.
- Working on additional projects as assigned.

This full-time, exempt position reports to the Senior Registrar in the Curatorial Division.

QUALIFICATIONS

- BA in Art History or related field or equivalent professional experience required
- 3 year's museum or gallery experience or MA in Museum Studies
- Experience with TMS database and Crystal Reports
- Experience with Microsoft Office suite
- Excellent organizational, communication and computer skills
- Ability to work within deadlines, both independently and across departments
- Strong proof-reading skills
- Must also be able to lift heavy objects and climb ladders

BENEFITS

We offer a competitive salary and a generous benefits package. For this exempt position we offer medical, dental, vision, prescription, 403b retirement plan with employer match, long-term disability, flexible spending account, museum and restaurant discounts, and reduced fee gym membership. We also offer accrued vacation, holidays, personal days, floating holidays, and sick days and birthday off.

APPLY

The BMA is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply.

Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for a given role. Therefore, if much of this posting describes you, then you are highly encouraged to apply for this role.

Please send cover letter and resume to HR@artbma.org with “**Associate Registrar for Collections**” and **your first and last name** in the subject line.

Incomplete application materials will not be accepted.

No phone calls please.

Position will be posted until filled.