



TUCSON MUSEUM OF ART AND HISTORIC BLOCK JOB DESCRIPTION | EOE

POSITION: Assistant Registrar, Exhibitions

STATUS: Part-Time Hourly, Not Exempt. Average 29 hours/week. Monday through Thursday 10:00am-4:00pm; hours may vary to include special events and activities in the evenings and on weekends related to this position.

COMPENSATION: \$21/hour

REPORTS TO: Director of Collections and Registration

POSITION SUMMARY:

The Assistant Registrar is a newly designed role in the Collections department within the Curatorial and Convergent Practice division at the Tucson Museum of Art and Historic Block (TMA). Reporting to the Director of Collections and Registration, the position has a special focus on supporting the realization of feature exhibitions, traveling exhibitions, and other art installation projects deeply rooted in the Museum's mission to connect art to life. In collaboration with the Collections team, the Assistant Registrar also supports the day-to-day management of the permanent collection of over 10,000 works as well as the institutional archives. The position helps to maintain best practices, contributes to effective workflows and clear communications across teams, and supports a collaborative and vibrant workplace culture.

KEY RESPONSIBILITIES:

Exhibition Coordination

- Directly manage the scheduling, installation, rotation, and deinstallation of temporary feature exhibitions, traveling exhibitions, and other art installation projects in the galleries or for the Historic properties, as assigned.
- Coordinate incoming loans for temporary feature exhibitions, traveling exhibitions, and other art installation projects, including logistics and needs related to shipping, receiving, insurance, installation photography, conservation, object movement, and storage.
- Support in developing and maintaining the exhibition calendar for feature, permanent, rotating, and traveling exhibitions.
- Provide assistance when needed in the development, installation, and deinstallation of permanent collection exhibitions.
- Secure and direct image use permissions for incoming loans and special projects.
- Support in organizing and maintaining exhibition project files and institutional archives.
- Perform condition checks for loan objects – incoming, outgoing, and while on display.

Data and Collection Management

- Input and manage database information related to incoming loans, including lender contacts, custody and loan agreements, object movement, and exhibition support documents.
- Support in catalog, research, and data entry control for the permanent collection and new acquisitions.

- Following AAM collections stewardship standards, support and implement TMA's collection management policy.
- Assist the Director of Collections and Registration in their role as liaison to the Collections Committee.
- Assist in the periodic and annual inventory of the collections.
- Contributes to a convergent organizational culture grounded in professionalism, mutual respect, and an entrepreneurial spirit.
- Perform other related work as required.

QUALIFICATIONS/COMPETENCIES:

- Graduation from an accredited four-year college or university with a degree in Anthropology, Museum Studies, Information Sciences, Art History, or other discipline related to the goals and objectives of the Museum, preferably supplemented by graduate-level study or graduate degree, and three + years increasingly responsible museum registration experience.
- Knowledge of museum registration best practices with experience in cataloging, database management, care and preservation of museum objects, packing, shipping, insurance, and matting and framing.
- Experience with collections management software.
- Foundational knowledge of image use and copyright.
- Experience utilizing image processing / editing programs (e.g. Photoshop).
- Ability to conduct independent research on subjects related to the Museum's collections.
- Ability to assist in the preparation of grant proposals.
- Ability to supervise intern and volunteer staff.
- Proven ability to work effectively independently, in a team environment, and collaborating across organizational structures; dedicated to fostering a workplace of belonging.

Application Materials:

- Cover letter outlining your interest in the position
- Resume or curriculum vitae

To Apply, send application materials to: jobs@tucsonmuseumofart.org

ABOUT THE TUCSON MUSEUM OF ART

At the Tucson Museum of Art, we actively seek to employ a diverse group of people who embody, promote, and uphold our organizational values and Inclusion, Diversity, Equity and Access (IDEA) Plan. We welcome and encourage individuals of all backgrounds to apply. The IDEA Plan's principles of relevancy, community, respect and multivocality are at the heart of the museum's collection, exhibitions, programs, Board of Trustees, staff and volunteer groups.

Located in downtown Tucson, the Tucson Museum of Art and Historic Block connects art to life through meaningful and engaging experiences that inspire discovery, spark creativity, and promote cultural understanding. A core value of the museum's Strategic Plan is to ensure a culture of inclusion, diversity, equity and access.

As a responsive, community-centered museum, we strive to represent, activate, and advocate for all Southern Arizona communities.