

Position Available

Title: Assistant Registrar, Exhibitions
Reports To: Exhibitions Registrar, Registration
Pay Type: Full-Time, Regular, Exempt, 35 hrs/week
Salary: Commensurate with Experience and Education
Benefits: Group Medical and Dental Insurance, Life and Long Term Disability Insurance, Retirement Plan, Flexible Spending Plans, Paid Time Off, Reserve Time Off, Holiday Pay, Museum Membership and Discounts
Work Schedule: Monday – Friday, 9am – 5pm
Work Location: Beck Building, a non-smoking facility

Responsibilities:

- Acts as one of four registrars who handle special exhibitions
- Attends budget and planning meetings / prepares budgets
- Enters exhibition and object data into computer database
- Creates Lender Files
- Generates loan forms
- Issues certificates of insurance and government indemnity
- Contacts Lenders and arranges for the packing and shipping of artworks
- Assembles condition report notebooks
- Generates courier packets
- Makes courier hotel, airport transportation, and per diem arrangements
- Greets couriers, escorts them to the gallery
- Makes hotel and per diem arrangements for couriers
- Supervises and documents the packing and unpacking of artwork
- Acts as Registrar point person for in-house exhibitions
- Receives / releases shipments as needed
- Updates locations of objects in TMS
- Travels with / acts as courier for traveling exhibitions, when necessary
- Processes invoices related to the exhibitions and tracks the budgets
- Updates exhibition histories in TMS
- Archives Exhibitions files

Skills, Knowledge and Abilities:

- Good computer skills with previous experience with "The Museum System" (TMS) preferred
- Good organizational and communication skills
- Ability and willingness to work evenings and weekends, when needed
- Desire and ability to travel domestically and overseas
- Organized personality who can effectively manage numerous projects at once
- Team player who can work well with others in the Registration, Preparations, and curatorial departments

Education and Experience:

- BA in art, art history or museum studies and 2 years museum registration related experience preferred

MFA *The Museum of Fine Arts, Houston*

How to Apply:

Send resume to Human Resources, Job 17-143 REG, P.O. Box 6826, Houston TX 77265-6826;
Fax 713-639-7597 or email: jobs@mfah.org or apply at <http://mfah.org/about/careers>

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