

ART MUSEUM REGISTRAR

NATURE OF WORK

This is technical research work involving the registration of the permanent collection of the State Museum of Art.

The Registrar prepares and maintains records of the history, provenance, status, condition, and location of each object owned by or on loan to the Museum of Art and supervises the acquisition, cataloging, and reference work in the museum library. Work is reviewed by the Museum Director through periodic discussions and through a general evaluation of work results. Work is also subject to review through its use by museum personnel.

ILLUSTRATIVE EXAMPLES OF WORK

Develops and maintains records on objects or arts owned by or on loan to the museum including record of provenance, purchase or donation, evaluation, insurance, changes in condition, and location.

Schedules incoming and outgoing traffic of art objects from museum's collection, loan objects for special exhibition, and items considered for purchase of study.

Prepares and edits the museum quarterly publication as well as other nonscheduled publications.

Initiates correspondence to other museum officials, private citizens, donors, art galleries and commercial firms engaged in transporting work of arts in order to obtain information on objects of art.

Directs and supervises the acquisition, cataloging, and indexing of material for the museum library; develops reference services designed to meet needs of the museum personnel and its patrons.

Conducts tours through the museum.

Performs related work as required.

KNOWLEDGES, SKILLS, AND ABILITIES

Considerable knowledge of the history of fine arts.

General knowledge of museum methods and procedures.

General knowledge of reference sources and materials in answering a specific question on historical matters.

Ability to present information effectively in oral and written form.

Ability to speak before groups.

ACCEPTABLE TRAINING AND EXPERIENCE

Graduation from a four year college or university with a major in Art History and one year of experience in an art museum; or graduation from a four year college or university and two years experience in an art museum, educational institution, or similar cultural institution; or an equivalent combination of training and experience.

PREPARED BY
NORTH CAROLINA STATE PERSONNEL DEPARTMENT

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