



UNIVERSITY
OF
LOUISIANA
L a f a y e t t e

Staff Vacancy

Position: Registrar/Preparator

EEO No. AA 3-14

Responsibilities:

- Facilitate the care and control of the permanent collection on site
- Create/compile and maintain legal documents, histories of use and physical histories of permanent collection objects and individual loans
- Maintain Past Perfect database of permanent collection as well as physical archives
- Ensure excellent record-keeping related to loans, conservation, condition reports and publication
- Recommend best practices for the implementation of collection policies and procedures while also working collaboratively with the Director and museum staff to effectively stage exhibitions, events and programs.
- Coordinate the safe transit and art handling of the collection and loans including hanging, matting, mounting, framing, moving, packing, crating, shipping, receiving and transporting objects.
- Properly maintain collections storage, preparation areas, galleries, freight and staging areas.
- Collaborate with Curator on exhibit design and installation
- Oversee all aspects of exhibition implementation including moving works of art in and out of storage and exhibition areas, installing and de-installing objects properly and assisting with condition reports
- Oversee hiring and supervise work of any contractors or volunteers related to art-handling
- Follow museum standards of conservation, security, environmental controls and safety.
- Implement pest management program
- Supervise photography of collection and maintain photo archives
- Advise museums staff regarding rights and reproduction policies
- Perform other duties as required from time to time

Qualifications (Education and Experience):

- 3-5 years of museum or art gallery experience and a Bachelor's degree in related area and/or equivalent combination of experience or training required.
Excellent organizational skills and great attention to detail.
- Ability to multi-task and execute superb follow-through
- Familiarity with policy and procedure related to packing, shipping, loan agreements and exhibition contracts
- Strong project management and problem-solving skills
- Familiarity with best practices and protocols related to insurance, museum security and preventive conservation

- Must be capable of working collegially with a diverse group of faculty, staff, students, conservators, museum professionals, scholars, collectors, lenders and the general public
- Knowledge of design and art handling procedures
- Must possess a current and valid driver's license.
- Must have excellent interpersonal and communication skills and be available to work extended hours during installations/de-installations as needed.

Administrative Unit: The Paul and Lulu Hilliard University Art Museum (HUAM) is located at the edge of the University of Louisiana (UL) campus in Lafayette, Louisiana. The museum is comprised of two buildings, the original 1967 A. Hays Town plantation-style house and the newer state-of-the-art Hilliard Museum with three exhibition galleries and a gift shop featuring crafts by local artists. The museum's collection features approximately 2,000 objects including European and American painting, Japanese prints, folk art and a collection of Egyptian art. The museum works collaboratively with the university's nine colleges – including the College of Arts - as well as with local, national and international partners to present exhibitions and programs on the art of our time. With a student population of nearly 17,000 and the culturally-rich community of Acadiana around us, we celebrate the creative spirit that infuses every aspect of life here from food and drink to music, art and dance.

The Registrar/Preparator is trained and highly-skilled in the archiving and safe handling of works of art. Administering both the permanent collection and object loans for temporary exhibitions, the Registrar/Preparator oversees all associated activities including packing, transit, insurance, customs, loan agreements, object storage, handling, condition reporting, computerized tracking and dispersal in accordance with professional museum standards. The Registrar/Preparator participates in the exhibition planning schedule; coordinates paperwork with UL Foundation (owner of the permanent collection); monitors fine arts insurance policy with UL's Risk Management Department; supervises the work of part time preparators. This position reports to the Director and works in partnership with the Curator.

Salary:

Commensurate with experience

Starting Date: ASAP

Applications:

Candidate review will begin immediately. Send a cover letter, resume and three professional references to LouAnne Greenwald, Director, Hilliard University Art Museum louanne.greenwald@louisiana.edu For more information, visit hilliardmuseum.org.