

CU ART MUSEUM

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Associate Collection Manager/ Associate Registrar Position at the CU Art Museum, University of Colorado at Boulder

Associate Collection Manager/ Associate Registrar, CU Art Museum, professional exempt, 40 hours per week. Anticipated start date of May 1, 2010. Salary \$40, 000-\$42, 000 per year plus benefits, depending upon qualifications and experience.

The CU Art Museum seeks a highly skilled and team-oriented Associated Collection Manager/ Associate Registrar, who will thrive in a fast-paced work environment and is well suited for a University Art museum environment with a small staff. This position will be intricately involved in the CU Art Museum's Inaugural opening of its new building within the Visual Arts Complex in September 2010. The museum will have five rotating galleries and a Collection Study Center. This position will collaborate with the Collection Manager/ Registrar to move the Permanent Collection into the new state of the art storage facility and design new policies and procedures for usage and access to the collection. The Permanent Collection includes over 6,000 works of art ranging from Ancient Greek Pottery and Old Master drawings to contemporary prints, photographs, paintings, sculpture, and video/electronic art.

The position reports to the Collection Manager/ Registrar and works in concert with the Director, Exhibitions Manager, Preparator, Museum Administrators, Faculty, Guest Artists and Guest Curators. The Associate Collection Manager/ Associate Registrar will assist in the supervision and training of Student Assistants, Interns and Temporary Aides. He/ She will also liaise with the University Risk Management, Financial Service Center and Procurement departments regarding the Museum's Collection Department.

This position works directly with the Collection Manager/ Registrar to facilitate all aspects of the Collection Department including but not limited to access, exhibition, handling, preparation, conservation, research, organization, storage and inventory of the Permanent Collection. He/ She will coordinate and process incoming loans and museum exhibitions including agreements, receipts, insurance certificates, facility reports, image rights, crating and shipping. Other department duties include: Pest Management and Environmental Management of the collection storage and collection study center, maintaining and expanding the collection database (Filemaker) and the

digital photographic archive. He/ She will negotiate image rights and reproduction requests for the museum.

He/ She works with the Collection Manager/ Registrar to develop short term and long range planning for the Collection Department including but not limited to grant research/writing, database development, image archive development and general operational procedures and policies for the department. The Associate Collection Manager/ Associate Registrar serves as a liaison to the Collection Committee and with donors to the collection. He/She works with the Collection Manager/ Registrar to facilitate all acquisitions activity, including research of works and provenance, shipping and the deeding process. The position collaborates with the Collection Manager/ Registrar to develop and facilitate all aspects of the museum's Traveling Exhibition Program, including placement, agreements, facility reports, shipping, insurance, installation and deinstallation. This program may require travel.

The position works closely with the Exhibitions Manager and Preparator with regards to installation and deinstallation of gallery exhibitions, framing, packing, crating and other collection and exhibition related projects.

The Associate Collection Manager/ Associate Registrar will collaborate with the Collection Manager/ Registrar with special permanent collection projects, which may include artwork appraisals and artwork conservation/ restoration. Additionally, he/ she will collaborate with the museum staff on special museum projects, which may include gala events, benefit exhibitions and auctions.

Minimum Required Qualifications

An MA in Art History or related field and two years experience in a fine art museum Collection, Exhibition, or Registration Department. Or a Bachelor's Degree and the two years experience defined above, plus two years proven parallel experience to the master's degree. Strong research and writing skills. Extensive art handling, condition reporting and fine art object management experience. A base knowledge of artistic techniques, fine art conservation practices and gallery installation. Ability to work on multiple projects simultaneously in a deadline driven environment. Strong interpersonal, planning and organizational skills. Ability to work independently and or collaboratively with others to achieve overall goals and objectives. Must pass criminal background check.

Preferred Qualifications: Familiarity with Macs. Experience working with digital photography and image files, Filemaker Pro databases or other collections related database.

This position is open until filled. Applications submitted by February 15, 2010 will be given full consideration.

Required Application Materials:

To apply, please submit the following materials online at <https://www.jobsatcu.com>, posting # 808967 :

- 1) A cover letter detailing previous collections management and registration related experience
- 2) A current resume
- 3) The names, addresses, daytime telephone numbers and e-mail addresses for three professional references

If you have difficulties submitting application information, please contact the jobsatcu help desk at: 303.735.6000.

Other questions should be directed to the Search Committee Chair, Kimberly Dorazewski-Smouse at: kimberly.dorazewski@colorado.edu

The University of Colorado offers a full benefits package. Information on University benefits programs, including eligibility, is located at <http://www.cu.edu/pbs/>.

The University of Colorado at Boulder is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations for this position include a criminal history record check.

The Immigration Reform and Control Act requires that verification of employment eligibility be documented for all new employees by the end of the third day of work.

The University of Colorado strongly supports the principle of diversity. We encourage applications from women, ethnic minorities, persons with disabilities and all veterans. Alternative formats of this ad are available upon request for persons with disabilities.

The University of Colorado is committed to diversity and equality in education and employment.