



## **Collections Manager and Registrar**

### **About the Academy Art Museum**

The Academy Art Museum (AAM), located in Easton, Maryland, is a vibrant cultural institution with a distinguished collection of over 1,700 works on paper, primarily focused on American art. As we prepare for the development of the Henny and James Freeman Collection Storage Annex, which will break ground in April 2025 and open in January 2026, we seek a dedicated and hands-on Collections Manager/Registrar to join our collaborative team.

### **Position Summary**

The Collections Manager and Registrar will work directly under the Manager of Exhibitions and collaborate closely with the Senior Curator to manage, preserve, and make accessible the museum's permanent collection of works on paper. This role combines administrative precision with hands-on responsibilities in art handling and preparation. The ideal candidate will bring expertise in collections management while thriving in a collaborative and physical work environment.

This is a full-time position with a salary range of \$50,000–\$60,000, commensurate with experience, and a competitive benefits package.

### **Key Responsibilities**

#### **Collections Management and Registration**

- Maintain accurate, detailed records of the collection using collections management software.
- Prepare loan materials and administrative support for photography requests
- Conduct regular inventories, condition assessments, and ensure proper storage and organization of the permanent collection.
- Oversee framing and storage of the collection, monitor environmental conditions, and maintain appropriate conservation requirements, identifying conservation needs, and identifying contract conservators as needed.
- Establish workflows and policies for art handling, preparation, and preservation.

## **Art Handling and Preparation**

- Handle and prepare artworks for exhibitions, storage, and transit, ensuring best practices are followed.
- Collaborate with the Manager of Exhibitions to install and deinstall exhibitions.
- Assist with packing, crating, and transportation logistics for artworks.
- Be willing and able to lift, carry, and maneuver artworks safely as part of the role's responsibilities.

## **Talbot Lane Facility Planning**

- Participate in administrative and operational planning for the Henny and James Freeman Collection Storage Annex.
- Contribute to shaping storage, access, and workflow solutions for the new facility.

## **Collaboration and Engagement**

- Work under the Manager of Exhibitions and collaborate closely with the Senior Curator to shape collection-based initiatives, exhibitions, and programs.
- Partner with colleagues and external researchers to foster deeper engagement with the collection.
- Support a culture of hands-on collaboration and shared ownership of museum initiatives.

## **Qualifications**

- Bachelor's degree in museum studies, Art History, or a related field; a master's degree is preferred.
- 2-3 years of experience in collections management, registration, or a related data management role, preferably in a museum setting.
- Interest and experience in art handling, preparation, and installation.
- Strong organizational skills and a meticulous attention to detail.
- Proficiency with collections management software and cataloging systems.
- Familiarity with conservation practices, particularly for works on paper.
- Collaborative mindset with the ability to work closely with colleagues across departments.
- Physical ability to lift and maneuver artworks safely.
- Passion for American art and visual culture and enthusiasm for contributing to the museum's mission.

## **Additional Information**

This position reports directly to the Manager of Exhibitions and collaborates closely with the Curator. Maryland is an at-will employment state. The Academy Art Museum is an equal opportunity employer, committed to fostering an inclusive and supportive work environment. The target salary range for this

position is \$50,000 to \$60,000 which includes a full benefits package. The actual salary offered is based on the qualifications and experience of the selected candidate.

### **How to Apply**

Please submit a cover letter, resume, and contact information for three references to Charlotte Potter Kasic [ckasic@academyartmuseum.org](mailto:ckasic@academyartmuseum.org)

Applications will be reviewed on a rolling basis until the position is filled.

Be part of an exciting new chapter at the Academy Art Museum, where you can help shape the future of our extraordinary collection and contribute to its ongoing legacy.