



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Registrar</b>
<b>Classification:</b>	<b>Full-Time; Exempt</b>
<b>Compensation:</b>	<b>\$42,000 - \$50,000</b>
<b>Benefits:</b>	<b>Paid time off, health insurance, employment retirement contribution</b>
<b>Schedule:</b>	<b>Min. 40 hours per week; will be required to work some evenings and weekends</b>
<b>Reports to:</b>	<b>Nancy C. Allen Curator and Director of Exhibitions</b>

### ORGANIZATIONAL SUMMARY:

Asia Society Texas Center believes in the strength and beauty of diverse perspectives and people. As an educational institution, we advance cultural exchange by celebrating the vibrant diversity of Asia, inspiring empathy, and fostering a better understanding of our interconnected world. Spanning the fields of arts, business, culture, education, and policy, our programming is rooted in the educational and cultural development of our community — trusting in the power of art, dialogue, and ideas to combat bias and build a more inclusive society.

### POSITION OVERVIEW:

The Registrar assists the Nancy C. Allen Curator and Director of Exhibitions in all elements of exhibition development, planning, and execution. They are responsible for the physical care and arrangements for temporary exhibitions and loans, and for management of tours of exhibitions organized by Asia Society Texas as assigned, along with other departmental duties.

### RESPONSIBILITIES:

- Coordinate all practical arrangements for each exhibition, including display preparation, contract and loan agreement preparation, loan negotiations, condition checking, packing, transport, insurance, couriers, installation, and photography.
- Manage the care and handling of objects loaned for exhibition, including shipping, condition reporting, and temporary storage arrangements.
- Process all incoming loans and oversee packing and unpacking of loans and traveling exhibitions, including production of the crate lists, object checklists, and condition report books.
- Request estimates from, schedule, and liaise with a diverse range of vendors, including but not limited to fine arts shippers, art insurance companies, graphic designers and printers, installation and lighting technicians, photographers, and exhibition furniture makers.
- Coordinate, assist, and work closely with the curator (including guest curators) to develop the object list, confirm loans, edit, and proofread all gallery text and label copy, press releases, and gallery guides when required.
- Assist with compilation, implementation, and oversight of exhibition budgets; assist with coding, submitting, and tracking incoming invoices. Provide expense reports upon request.
- Monitor HVAC systems and work with Facilities Management to maintain proper environmental conditions in galleries and storage area.



- Assist with development and implementation of short- and long-range program plans, including booking travel and accommodations for visiting artists and program participants, acting as local liaison, and requesting per diems.
- Assist with the development of online content and interactives related to the exhibitions.
- Participate in exhibitions programs including presentations, gallery tours, staff/docent training, and special events.
- Coordinate with Guest Services team to track exhibition attendance; prepare reports upon request.
- Assist with evaluation of proposed exhibitions.
- Field inquiries and conduct tours for special groups, patrons, and individuals.
- Assist with early planning for touring exhibitions as necessary, including preparing content summaries; seeking and securing tour venues; preparing and negotiating loan agreements and contracts.
- Liaise closely with all tour venues on the practical arrangements for each allocated exhibition, including design, loan negotiation and agreements, condition checking, packing, transport, indemnity and insurance, couriers, and installation.
- Maintain confidentiality regarding all sensitive exhibition information.
- Other duties as assigned.

#### **QUALIFICATIONS:**

- Bachelor's degree from an accredited college or university in art, art history, museum administration, museum studies, or a related field.
- At least 2-3 years of experience in museum exhibitions required (3-5 years preferred).
- Knowledge of standard museum registration and lending practices.
- Proven organizational skills, with strong ability to set priorities, manage multiple tasks, function under pressure, and work independently.
- Experience with art handling and knowledge of best practices.
- Awareness of environmental monitoring guidelines related to the display of artwork.
- Experience with fine arts insurance.
- Ability to plan, prioritize, and meet deadlines. Strong budgeting skills.
- Ability to collaborate with staff, supporters, and outside vendors.
- Strong ability to interact with the public and high-level individuals and work collaboratively with diverse constituencies.
- An understanding of, and an ability to articulate, the accomplishments and goals of an organization like Asia Society Texas.

#### **PERSONAL CHARACTERISTICS:**

- Maturity, diplomacy, calm under pressure
- Ability to multi-task while maintaining attention to detail
- Strong interpersonal and team skills
- Strong communications skills, written and oral



- Resourcefulness and good judgment
- Values diversity of thought, backgrounds and perspectives
- Personal integrity and ethical standards

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment characteristics described here are representative of those that the ideal candidate must be able to complete with or without a reasonable accommodation.

- Approximately 50% of the time is spent in a stationary position while working at a desk. Balance of time (approx. 50%) is spent moving around the work area.
- The ability to observe details of artworks, and collaborate with installers, designers, and art handlers is required.
- The ability to communicate information and ideas with external contacts, the public, and co-workers so others will understand. Must be able to exchange accurate information in these situations.
- The ability to move up to 30 pounds is necessary for moving material and equipment for programs.
- Computer use and retrieving and working with appropriate paperwork, equipment, and supplies is necessary.
- Most work is performed in a climate-controlled environment but occasionally exposed to wet and/or humid conditions and outside weather conditions.
- The noise level in the work environment is usually moderate.

#### **RELOCATION:**

Asia Society Texas Center does not provide compensation for interview travel or relocation expenses.

#### **HOW TO APPLY:**

Please email your cover letter and resume to: [HRDept@asiasociety.org](mailto:HRDept@asiasociety.org). Indicate job title in the subject line.

\*Please note that the COVID-19 vaccination is required.\*

*Incomplete applications will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Finalist will be required to provide three current references and complete a background check.*

*Asia Society Texas Center (ASTC) is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex, or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. ASTC's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.*

*We are interested in every qualified candidate who is eligible to work in the United States. However, we are not able to sponsor visas.*