Human Resources seeks candidates for the Collections Manager/Registrar position in the Mulvane Art Museum. The employee reports to the Director, Mulvane Art Museum.

Responsibilities

Administration
In collaboration with the Director of the Mulvane Art Museum, staff and faculty members; identify and implement exhibition and educational programs. Maintain complete and accurate records related to museum budgets, collections, donations, exhibitions, insurance and inventories. Develop and oversee budgets related to special projects and exhibitions. Participate in researching and writing grant proposals that support collections activities. Supervises the Preparator, assigning tasks, evaluating performance, and exercising recognition for outstanding performance or disciplinary measures as appropriate. Participates in the education and implementation of collections policies and procedures for Mulvane staff.

Registrar/Collections Care
Conduct and oversee research on objects in collections to ensure donor information and artist histories are current and accurate. Develop interpretive content for works in the collections suitable for publication such as labels, gallery guides, and interactive media. Analyze data and create reports from collections database. Keep abreast of collection management principals and procedures consistent with Best Practices (American Alliance of Museums). Implement and maintain procedures for collections care, data entry, and inventory management; train staff, volunteers and students to maintain compliance with protocols. Document museum collections to include: legal documents, catalog information, digital images, loan agreements, condition reports, and correspondence records. Serve as principal contact for physical access to collections for students, faculty, guest curators, and researchers. Maintain museum collection storage and oversee packing and movement of collections.

Exhibition
Participate in the planning, organization, installation and removal of exhibitions. Establish and manage protocols for environmental assessment, insurance and security of exhibitions. Provide leadership and support for students, guest curators, art historians, and artists with installation and presentation of interpretive content. Coordinate and record correspondence with lenders, shippers, other museums, and institutions for exhibitions. Assist with exhibition calendars, deadlines, and marketing.

Performs other job related duties as assigned.

Required Qualifications: Master's degree with an emphasis in Art History, Museum Studies, Library Sciences or related field and two years of experience of museum collections management or registrar. Work experience
including budget oversight and staff supervision. Valid driver’s license with a driving records that meets University standards.


Application Procedures

Submit a letter of interest, resume, Resume Supplement for Administrative Positions (available at www.washburn.edu/hr-forms), copy of unofficial transcript(s) for highest level of post-secondary education (official transcript for all levels of post-secondary education may be requested upon hire), and names and phone numbers of three professional references to getajob@washburn.edu or to Washburn University Human Resources, 118 Morgan Hall, 1700 SW College, Topeka, Kansas 66621. Review of applications will begin August 29, 2016, and continue until interviews are scheduled. Salary is upper $40,000 commensurate with qualifications. Excellent fringe benefits package. Employment at Washburn University will be conditioned upon satisfactory completion of a background check.

To enrich education through diversity, Washburn University is an equal opportunity employer. Candidates from under-represented groups are encouraged to apply.