

ROLE TITLE:	INTERIM REGISTRAR (MATERNITY COVER)
REPORTS TO:	DIRECTOR
LOCATION:	CRAWFORD ART GALLERY / OR LOCATION AS DESIGNATED
KEY TERMS OF EMPLOYMENT:	FIXED TERM CONTRACT - HEO STANDARD SCALE / (30 WKS)

"Higher Executive Officer (PPC) Pay scale – 01 October 2021"**€50848/ €52334/ €53817 / €55300 / €56788 / €58271 / €59756 / €61899 /€64038****PURPOSE OF THE ROLE:**

To work with the Director to fulfil Registrar functions during a 30-week period of Maternity Cover.

KEY TASKS & RESPONSIBILITIES:

- Provide planning support to the Production Manager including development of the over-arching decant programme in line with goals of CAG Care of Collections Strategy 2020 - 2023 and review of associated management processes.
- Maintaining meticulous records of all art movements and accurate location register of works in storage and on loan and exhibition.
- Managing Technical Staff.
- Co-ordinate weekly checks of all artworks on display.
- Working closely with Curatorial Team and tech team to plan and schedule movement and/or packing of artworks in line with gallery exhibition & loan programme.
- Ensuring established Caring for the Collection standards are maintained in line with best museum practices, including monitoring environmental conditions in storage and exhibition spaces and monitoring insect pest traps regularly.
- Processing and recording approved loans in and out and maintaining up-to-date files on gallery loans program.
- Processing and recording acquisitions.
- Preparing all loan forms/receipts and loan agreements for incoming and outgoing loans.
- Liaising with couriers, gallery staff, borrowers, lenders & transport agents for loans in and out.
- Checking invoices for crating, transport and courier costs and keeping up to date records of these invoices.
- Organising insurance/indemnity applications/transport tenders.
- Processing and recording export licenses and keeping up to date with Brexit customs implications.
- Preparing Board updates on acquisitions and loans program.
- Working closely with Documentation Assistant to maintain electronic database of collection.
- Responsible for the Collection Management System and Online Collection and liaising with software provider on any faults issues.
- Maintaining conservation records for all works in collection, scheduling conservation, photography & framing as required.
- Making works available for viewing by members of the public and supervising such viewings.
- Maintaining stock of art handling, conservation and art packing materials.

KEY RESULTS AREAS:

- Accurate & up to date Collection Records & Loans Register are maintained.
- Effective Management of systems ensuring day to day management and care of the Collection meets the highest levels of industry standards.
- Ability to thrive in a fast-paced environment, and in an atmosphere of continual growth and rapid change including an interest in innovation and outside-the box thinking.

PERSON SPECIFICATION:

	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
3 RD Level qualification in Museum Studies or related topic	✓	
SKILLS & EXPERTISE		
Extensive experience in Registrar Role in similar organization.	✓	
In depth and practical experience of using a Collections Management database.	✓	
Experience of using Museum Plus		✓
Excellent organisational & administrative skills, with an emphasis on planning, scheduling and accurate record keeping as well as attention to detail.	✓	
Significant experience of Collection Management systems	✓	
PERSONAL COMPETENCIES		
Specialist Knowledge: Commitment to Professional Standards and own CPD.	✓	
Attention to Detail: A high level of organization and a meticulous approach to record keeping.	✓	
Communication: Excellent interpersonal, communication and influencing skills.	✓	
Team Working: The ability to work as part of a team	✓	
Results Driven: Output orientated, consistently delivers quality results to key deadlines.	✓	
Values: Self Motivated & committed to Public Service Values.	✓	
Equality & Diversity: Awareness and Commitment to Equality of Access and Opportunity. Supports and champions diversity in the workplace.	✓	
Innovation: The ability to suggest and contribute new ideas and initiatives, display a good understanding of audiences and of how to ensure that exhibitions are developed to offer strong, engaging experiences for visitors that are appropriate to the identified audiences.	✓	
Financial Acumen: Ability to review, analyse and manage appropriate budgets considering available resources, strategic goals and priorities.	✓	