

MIT Job Description

Department/School: MIT List Visual Arts Center

Position Title: Registrar, Exhibitions

Normal Work Week: 40 hours per week, in person

Expectations for all employees:

As a member of the MIT community, interacts with others in the community. Represents MIT with professionalism, ethics, integrity, and mutual respect towards colleagues and internal/external clients. Keeps current and proficient with necessary skills and knowledge, including computer skills. Self-identifies training needs relevant to work area and responsibilities. Demonstrates initiative, flexibility, openness to change, and accountability. Works within a team environment, providing support to and collaboration with colleagues. Is expected to know and follow relevant Environmental Health and Safety Requirements.

Position Overview Statement:

The MIT List Visual Arts Center, MIT's contemporary art museum, seeks an Exhibitions Registrar. The List Center's Exhibitions Registrar serves a key role in supporting a dynamic program of six to nine temporary art exhibitions annually, as well as occasional touring exhibitions. Key responsibilities include coordinating fine art shipping, conservation, framing, packing, storage, and insurance for all temporary exhibitions, and coordinating cross-departmental communications regarding deliverables, installation schedules, safe installation and care, and visitor awareness.

The List Visual Arts Center collects, commissions, and presents rigorous, provocative, and artist-centric projects that engage MIT and the global art community. Learn more at: <https://listart.mit.edu/about>

Responsibilities

Coordinate logistical aspects of temporary exhibitions (and occasional touring exhibitions) through each phase of development, including:

- Generate and issue artist letters of agreement, loan agreements and/or exhibition contracts; obtain competitive shipping bids, and monitor registration-related expenses throughout projects
- Manage and coordinate shipment of artwork to/from the List Center including domestic and international fine art logistics, crating, insurance, customs-related documentation (as needed) and offsite crate and/or artwork storage, contracting with outside vendors as needed to ensure safe transport and presentation of art
- Approve and process invoices for the above

- Generate and issue incoming and outgoing receipts, create complete and detailed incoming and outgoing condition reports, update checklists, crate lists, and labels as needed
- Communicate with lenders, galleries, and artists regarding the shipment, documentation, and installation of artwork; update lenders with condition notes and venue climate readings as needed
- Advise Gallery Manager and Preparator on the proper and safe installation of artworks and supervise art handlers during exhibition installation/de-installation
- Supervise technicians or contractors hired for maintenance or conservation as needed
- Perform condition checks for artwork for the duration of the exhibitions; monitor environmental conditions in galleries; establish conservation priorities and arranges for treatment of works (as needed); liaise with MIT Facilities as needed
- Negotiate and maintain insurance coverage for exhibitions; issue insurance certificates to lenders; and generate monthly insurance reports of temporary loans as needed
- Update, implement, and issue as requested, Facility Report, as well as review facility reports of prospective venues (when touring)
- Request and issue certificates of insurance
- Advise Visitor Services team of any security, condition, or other pertinent issues for each exhibition; track and respond to Visitor Services team's Incident Log
- Support registration and logistics for Student Lending Art Program (SLAP) distribution and collection, biannually as needed
- Order supplies for storage, packing, and exhibition maintenance as needed
- Organize and monitor temporary onsite and offsite art storage as needed
- Coordinate loading dock deliveries with other building E14 and E15 occupants
- Represent List Visual Arts Center at museum registrar conferences

Qualifications:

- At least four years of art museum or gallery registration and temporary exhibition logistics, including the organization of international shipping
- High level of organization and attention to detail
- Possess strong condition reporting skills
- Ability to maintain professionalism under pressure and tight deadlines
- Ability to anticipate issues, prioritize, and problem solve quickly and creatively
- Interest in supporting the presentation of new commissions and working with emerging artists who are showing for the first time in a museum
- Interest in working with artworks that challenge conventions in ways that require innovative adaptations
- Ability to handle issues with diplomacy and confidentiality
- Ability to communicate flexibly and efficiently across both email and telephone as needed