

Racine Art Museum Association, Inc. Job Description

Position Title: Registrarial Intern

Department: Exhibitions and Collections

Status: Unpaid or through University for pay or credit

Reports To: Curator of Exhibitions and Registrar

Direct Reports: None

General Summary of Position:

This position assists the museum's Registrar who supports Exhibitions and Collections, taking direction from both the Curator of Exhibitions and the Registrar. The Intern will assist the Registrar in the development and maintenance of record systems; administration of loan programming, including moving, storage, and arranging shipment of objects; administration of security related to works of art; and assisting with the digitization efforts for the collection. This position will take place primarily at the RAM campus; but may be involved in tasks at the Wustum campus as well as offsite storage locations, accompanied by the Registrar or his/her designee.

Principal Job Functions:

1. **Development and maintenance of record systems related to the permanent collection.**
Including, but not limited to the following:
 - Assisting with the updating and maintaining of collections records including undertaking primary research to develop catalogue entries.
 - Assisting with developing systems and forms to be used for storage, display of and gifts to the collection.
2. **Administration of collections storage and collections-related loan programming by:**
 - Assisting with coordinating the moving and storage of objects in the collection.
 - Assisting with the inspection of all objects coming into and leaving RAM. Helping with records that outline which works are at RAM, on loan, being conserved, at offsite storage or at Wustum.
 - Assisting Exhibition Preparators I and II to manage and implement the transport and storage of incoming gifts, conservation, and exhibition loans.
3. **Object care and security:**
 - Assisting with procedures related to the safety of works of art. This includes assisting Registrar and prep staff with moving and transporting works of art; and, periodically reviewing security procedures for the museum.
 - Assisting the Registrar in working with the Executive Director to help facilitate conservation objectives, including delivering objects to/from conservation sites.
4. **Digitization efforts for the collection:**
 - Assisting the Registrar in working with Marketing and other departments to further, and subsequently maintain, records and procedures for digitizing the collection.
 - Assisting with making objects available for catalogue photography.

5. **Art handling:** Assisting with exhibition installations, object movement, packing and shipping as needed.
6. **Flexibility in scheduling:** Some weekend and evening hours are required to staff museum events.

Required Knowledge and Skills:

- Personal computer skills to organize and maintain information in a variety of formats and media, in order to assist with both electronic and paper files.
- The ability to communicate effectively and efficiently with staff, artists, museum vendors, and visitors.

Education and Experience: Post high school studies and experience or interest in art history, art education, studio art, or related areas.

Physical Requirements and working conditions:

This position generally works in an office environment, galleries at both museums, and at on-and off-site storage facilities.

Work/Study Students:

Work/study students are welcome to apply.

Send Cover Letter, Resume, List of 3 Professional References with their contact information via email to: Michelle Ortwein, mortwein@ramart.org or via mail to: Michelle Ortwein, Volunteer Coordinator, RAM, PO Box 187, Racine, WI 53403

For more information please contact Michelle Ortwein or view the RAM internship site:
<http://www.ramart.org/internships-ram>

Updated August 2017