

# Director of Collections and Registration

The Director of Collections and Registration at the Cafesjian Art Trust Museum will manage the museum's art collections, exhibitions, and archives.

## Collections and Registration

- Manage the museum's database (TMS) for the collection. Research and catalog object and archival records.
- Manage and implement registration for acquisitions, accessions, deaccessions, dispositions, shipments, gifts, and loans. Archive all related records.
- Research objects, techniques, materials, provenance, and artists for cataloging.
- Condition collection objects.
- Oversee the management of the collection.
- Lead inventory of the collection with the preparation team, troubleshoot storage spaces.
- Work with conservators to treat or maintain objects.
- Manage and plan photography sessions for collection objects with museum curators.
- Arrange or perform couriering duties with objects to or from outside entities as approved.
- Create or update policies and forms as they relate to collections and registration.

## Exhibitions

- Project manage exhibitions, including logistical planning and implementation.
- Project manage installation process, including developing timelines, meetings, calendars, and the documentation of exhibition installation.
- Document the exhibitions for the museum's database and archive.
- Manage exhibition publication projects with curators

## Archives and Library

- Oversee the institutional archive, including processing and housing. Provide curators and outside researchers requested information.
- Collect all records made by the museum, including exhibition, object, artist, event, and education records.

- Manage donations related to archival materials.
- Catalog and classify library materials.

### **Supervisory Responsibilities**

- Supervise and work closely with the preparation team, including short and long-term task management.
- Ensure job responsibilities are being completed through effective communication and follow-up.
- Plan training and instruct or consult on appropriate handling and storage methods.

### **Other Responsibilities**

- Maintain a working knowledge of preservation and care best practices as it relates to the display or storage of objects in a museum.
- Manage collections and exhibition workflow, follow through with assignments, and work independently and as part of a team.
- Manage Collection and Registration budget.
- Assist with others' tasks when they are out of the office, including visitor services or other responsibilities.
- Assist with and respond to emergencies according to the museum's Emergency Preparedness Plan.
- Help with museum events, including set up and take down, monitoring visitors around the art, and performing various other tasks where needed.
- Other duties as assigned.

### **Qualifications**

#### **Minimum Qualifications**

- BA (Masters preferred) in Museum Studies, Art History, Library and Information Science or related field
- 3 years of Collections or Registration experience in a museum.
- Knowledge of museum best practices regarding proper care, handling, display, and storage of objects.
- Experience working with art and other objects of varying sizes and materials.

#### **Collections Care Expertise**

- Experience with arranging shipping, couriering, and managing loans.

- Archival processing experience.
- Commitment to working according to the American Alliance of Museum's established code of ethics and professional standards of practice.
- Experience with basic tools and understanding of and commitment to workplace safety best practices.
- Extreme attention to detail and project management skills, including the ability to multi-task, organize, prioritize work, delegate, show initiative, and meet demands of workload with interruptions.
- Knowledge and interest in art, both Modern and Contemporary.
- Excellent communication skills, both oral and written.
- Ability to adapt quickly to changing needs, priorities, requirements, and deadlines.
- Ability to work independently and on a team, using sound judgement.
- Experience with TMS or similar museum database software.
- Proficiency in Microsoft Office Suite, including OneDrive, Word, basic Excel, PowerPoint, and Publisher.
- A strong professional network and regular participation in registration, collections, archives, library, or museum professional groups as they relate to the role.

### **Preferred Qualifications**

- Knowledgeable about archival and carpentry materials and techniques as they relate to exhibition, storage, and shipping.
- Skills such as basic sewing, photo editing, archival materials resources, and basic mount making.
- Experience with serving as an administrator of a museum database.
- Experience with policy creation and revision.
- Experience with Adobe Acrobat Pro, Adobe Creative Suite, web design, video editing apps, Canva, Trello or other workflow management tools, and social media platforms.

### **Pay and Benefits**

- Pay Range: \$65,000 - \$75,000
- Full-time, exempt

- Full Time status provides competitive benefits including:  
20 days of paid vacation  
10 days of paid sick leave  
Paid holidays  
Medical/dental/vision/life insurance  
After one year, 401k with 3% match, among other benefits.

### **Job Specifications**

- This position reports to the President/CEO and provides regular updates on work progress. Additionally accountable to the rest of the museum team.
- The position is non-remote, though work-from-home is available on occasion.
- Schedule: Monday–Friday 8am–4:30pm. Schedule flexibility is required, including the ability to work Saturdays and occasional evenings, as determined by the museum's needs. Occasional travel is necessary for this position.
- This position is not eligible for relocation assistance.

Physical abilities to the perform all core functions and duties, including but are not limited to the ability to: talk; hear; stand for extended periods; walk; climb; balance; stoop; bend; squat; kneel; push; pull; reach; lift up to 25 pounds; move objects with great care; manual dexterity to basic operate tools; visual acuity including but not limited to color vision, depth perception, central and peripheral vision, close vision, and distance vision.

### **To Apply**

Please send a cover letter, resume, and a list of 3 professional references to [info@cafesjianarttrust.org](mailto:info@cafesjianarttrust.org) by October 6, 2025.

### **About the Cafesjian Art Trust**

The Cafesjian Art Trust Museum was established in 2022 by the family of Gerard Cafesjian (1925–2013) to bring free and accessible modern and contemporary art to Shoreview, Minnesota, a few miles north of the Twin Cities. The collection features nearly 3,000 works of art and continues to grow. From 2022 to 2024, we offered a variety of exhibitions from our permanent collection, and in 2024 we launched educational programming and outreach for visitors of all ages. Since 2025, new modern and contemporary art initiatives engage with the Twin Cities community and beyond to bring fresh light to the art of our times. The Cafesjian Art Trust is a 501(c)(3) not-for-profit organization.