

ASHEVILLE ART MUSEUM

Project Registrar

Institute of Museum and Library Services (IMLS) / Asheville Art Museum Architectural Records Stewardship
Fall 2022

Organization

The Asheville Art Museum, established in 1948 by artists, engages, enlightens, and inspires individuals and enriches community through dynamic experiences developed for all ages that interpret its Collection and exhibitions of American art of the 20th and 21st centuries. Anchoring the center of lively downtown Asheville in the Blue Ridge Mountains, the Museum serves residents of the Southeast and Western North Carolina region, as well as visitors from around the country and the world.

Position Description: The **Architectural Records Stewardship Project Registrar** is a temporary, grant-funded, full-time position with approximately 40 regularly scheduled hours per week over a two-year grant period. This position will work with curatorial and registration staff to support the Museum's efforts to organize its collection of architectural drawings and objects related to architects Douglas D. Ellington and Richard Sharp Smith, including cataloguing, photographing, and rehousing the collection. The Object Collections Project Registrar will report to the Associate Registrar.

Essential Functions

- Work with curatorial and registration staff to manage the day-to-day operations of inventorying, documenting, and organizing the architectural records. The Museum holds 4,700+ architectural drawings and ephemera that document the built environment of Asheville and its surroundings by Richard Sharp Smith (and Albert Heath Carrier) and Douglas D. Ellington.
- Work with curatorial and registration staff, as well as interns and fellows, in unpacking, identifying, inventorying, photographing, and cataloguing objects for EmbARK, the Museum's collections management database.
- Work with curatorial and registration staff to identify and recommend works that need conservation and work with a contracted conservator to assess the condition of items in the Collection.
- Use a DSLR camera for photography of the architectural drawings and ephemera; processing of image files, including proper file storage and editing of images in Adobe Photoshop; application of metadata using Adobe Bridge; entering of information into and linking image to EmbARK; tracking of technical links from EmbARK to the Museum's online publicly searchable database WebKiosk.
- Work with curatorial and registration staff to bring the 4,700+ architectural drawings and ephemera online through WebKiosk-the publicly accessible interface of EmbARK, including preparing/uploading images; assigning keywords/search terms to object records; and assuring accuracy of physical descriptions of objects, including dimensions and media.
- This position will also work with interns and fellows over the course of the grant.

- Safely handle objects for photography and cataloguing.
- Perform object photography using a tripod and copy stand and light setup.
- Input metadata and cataloguing information for objects using Dublin Core standards and Getty AAT vocabulary.
- Work with curatorial and registration staff, graduate fellow, and undergraduate intern on data entry.
- Conduct regular quality control checks on image files, image storage, records, and other data.
- Interact with the arts community and civic bodies as an advocate for the arts and the Museum.
- Other duties as assigned.

Compensation & Requirements: This temporary, full-time position will begin in October 2022 and continue for an estimated 24 months with the completion of the project. Compensation is annual with an average of 40 hours per week for an estimated 104 weeks, for a total of 4,160 total project hours, not to exceed \$37,000. The incumbent should have a valid driver's license, be able to safely move objects up to 40 pounds, be able to traverse ladders, handle tools or controls, and use close vision.

Education & Experience: The ideal candidate will have a background in museums, libraries, or archives, familiarity with photography and metadata technical standards, knowledge of art and document handling, ability to work independently and alongside others, and be detail oriented. Knowledge of Dublin Core metadata standards and familiarity with EmbARK/WebKiosk or TMS collection management system is preferred. Recent graduates of art history, museum studies, library, archival, or related programs welcome to apply.

To apply: Send resume, cover letter, and three references to mailbox@ashevilleart.org with "IMLS Architectural Records Stewardship Project Registrar" in the subject line. Applications will be accepted until October 17, 2022 or until the position is filled.

Equal Employment Opportunity: The Asheville Art Museum provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Diversity, Equity, Access, and Inclusion: The Asheville Art Museum's vision is to transform lives through art, and we welcome all visitors without discrimination. The Museum acknowledges that it is situated upon the ancient, southern Appalachian ancestral homeland of the Cherokee Tribe and that this region is still the home of the Eastern Band of Cherokee Indians today. The Asheville Art Museum is committed to being an active leader against racism. We uphold anti-oppressive and equitable practices, while striving to create opportunities for education and action to build a stronger community. The Asheville Art Museum is dedicated to advancing diversity, equity, access, and inclusion—now and in the future. The Museum is moving with awareness and commitment, through assessment, training and engagement, to implementation and accountability.