

# ASHEVILLE ART MUSEUM

2 South Pack Square | 828.253.3227 | ashevilleart.org  
PO Box 1717 | Asheville, NC 28802-1717

## Project Registrar

*Updated 11/2021*

### 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 **Project Registrar** is a temporary, grant-funded, part-time position with approximately 24 regularly-scheduled hours per week over a 6-to-8-month grant period. The Project registrar will work with curatorial staff to support the Asheville Art Museum's Black Mountain College (BMC) digitization project. Primary responsibilities encompass photography, collections database management, and cataloguing of the BMC Collection. This individual will report to the Assistant Registrar. This entry-to-mid level position is ideal for an emerging museum, library, or archival professional or someone seeking part-time employment in a small museum environment.

### Essential Functions

- Work with curatorial staff to oversee and perform digitization and cataloguing of objects in the Museum's BMC Collection, including unpacking, identifying, inventorying, photographing, and cataloguing objects for EmbARK, the Museum's collections management database. Digitization will specifically entail the following: use of a DSLR camera for photography of artworks; 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
- Work with curatorial staff to bring the BMC Collection online through Web Kiosk-the publicly accessible interface of EmbARK, including preparing/uploading images; assigning keywords/search terms to BMC object records; and assuring accuracy of physical descriptions of objects, including dimensions and media.
- Safely handle objects for photography and cataloguing.
- Process images using Adobe Photoshop and Adobe Bridge.
- Perform object photography using a copy stand and light setup.

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- Input metadata and cataloguing information for objects using Dublin Core standards and Getty AAT vocabulary.
- Assist contract photographers brought in to photograph large or challenging objects outside the scope of the Museum's photography set up.
- Work with curatorial staff and graduate and undergraduate interns 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, part-time position will begin in January 2022 and end in August 2022 with the completion of the digitization project. Compensation is \$20 per hour for an average of 24 hours per week for an estimated 36 weeks, for a total of 864 total project hours. 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 detailed 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](mailto:mailbox@ashevilleart.org) with "BMC Project Registrar" in the subject line.

## 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

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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.