

**Menil Foundation, Inc.  
Employment Opportunity**

**Title:** *Associate Registrar for Loans and Exhibitions*

**Department:** *Collection Management*

**Reports to:** Chief Registrar

**General Responsibilities**

Reporting to the Chief Registrar, the Associate Registrar is charged with managing the Menil's active outgoing loans program, assigned in-house and touring exhibitions, acquisitions shipping, Special Services coordination, and special projects as assigned by the Chief Registrar.

**Specific Duties**

1. Work closely with the Registration, Art Services, Curatorial and Conservation Departments to manage the Menil's active outgoing loans program. Coordinates the Menil's Loan Committee meetings and makes recommendations for approval or denial of each loan upon thorough review of facility reports and schedules. Generate loan-related documents, including loan agreements, Immunity from Seizure documentation for international loans and incoming/outgoing receipts for all shipments and legs of transit.
2. Coordinate regular courier assignment meetings with Chief Registrar and Curators to ensure the appropriate courier (Conservator, Registrar, or Art Services representative) is assigned according to familiarity/expertise with the artwork, courier experience, and in-house schedules.
3. Maintain outgoing loans module and ensure all documentation is accurately entered into The Museum System (TMS).
4. Generate invoices for recoverable expenses related to outgoing loans and monitor payment of all outgoing loan-related invoices.
5. Maintain incoming and outgoing shipping records in TMS and provide incoming and outgoing receipts to all venues. Submits copies of all receipts to the TMS Administrator to file for auditing purposes and TMS location changes.
6. Coordinate all registrarial aspects for in-house and Menil-organized or co-organized touring exhibitions as assigned by the Chief Registrar. Essential functions include: coordination with Curatorial, Conservation, Exhibitions Design, Director of Administration, Budget, and Operations, and Art Services to establish schedules and timelines; dissemination of information to all departments for effective communication; provide and monitor exhibition budgets for registration-related areas; monitor costs and process invoices related to framing, packing and crating, customs brokerage, shipping costs, insurance provisions and costs, courier costs, and other incoming-loan fees to exhibitions; coordinate all transit arrangements, insurance and/or domestic or international indemnity arrangements; coordinate courier transit, ground transit, hotel accommodations, and per diem; and, communicate schedules for couriers to all involved with the exhibition.
7. Ensure exhibition contracts are adhered to at all times.
8. Communicate and negotiates continuously with lenders and coordinate insurance with Menil's insurance brokers or with the lender's insurance company, if applicable; coordinate packing/crating/installation requirements with the lender, courier and

- installation logistics and transport; and, generate documents, including loan agreements, Immunity from Seizure documentation and incoming/outgoing receipts from TMS for collection, inter-venue transit and dispersal. Communicate changes regarding loan status and/or schedule with the lenders. Generate and track all loan contracts and provide certificates of insurance to each lender prior to release for shipment. Monitor all exhibition artwork for the duration and tour of the exhibition and update lenders as requested with climate or hygrothermograph readings.
9. Maintain accurate exhibition and loan files which contains: all legal documentation (loan agreements, Immunity from Seizure documentation, certificates of insurance, Indemnity certificates, Import/Export Permits, Condition/Conservation Reports, etc.); updated checklists, floor-plans, exhibition budgets, and relevant and pertinent correspondence with lenders; all invoices related to the exhibition loans, condition/conservation reports and shipping BOLs, and internal incoming and outgoing receipts.
  10. Maintain updated and current information in TMS for object, loan, and exhibition-related entries.
  11. Generate the outgoing loans section of the Menil membership bulletin and annual report.
  12. Coordinates all acquisitions shipping.
  13. Special projects as assigned by the Chief Registrar.

**Experience and Qualifications:**

1. BA or BS in Art History or Museum Studies. Master's degree preferred.
2. 7-10 years' practical experience in an art museum with demonstrated experience with outgoing loans, in-house and touring exhibitions, domestic and international shipping practices, knowledge of best packing and crating experience, insurance practices, experience with complex courier coordination, physical and electronic file management.
3. Excellent communication and organizational skills, including the ability to collaborate with staff at all levels across the institution, and with outside organizations and vendors.
4. Extensive experience with TMS, digital asset management systems, or similar database preferred.
5. A thorough understanding of legal issues for loans and exhibitions.
6. Ability to work collaboratively with others as part of a team as well as independently.
7. Team player with the ability to organize information at a high level, multi-task in a fast-paced environment, and creatively solve problems.
8. Must have extensive knowledge of AAM's and ARC's registration standards.
9. Must be appropriately trained to act as courier for both domestic and international venues.
10. Must have a valid passport and be able to travel approximately one time per month.

Salary and benefits competitive and commensurate with experience. Please send resume and cover letter with salary expectations to: Human Resources, the Menil Collection, 1511 Branard Street, Houston, Texas 77006. Application materials may also be emailed to: [smmaloch@menil.org](mailto:smmaloch@menil.org)