

The Menil Collection Employment Opportunity

Title:	<i>Assistant/Associate Registrar, Menil Drawing Institute</i>
Department:	Collection Management
Reports to:	Registrar, MDI
Status:	Part-time, maximum 25 hours per week
Work location:	Onsite
Hourly wage:	\$ 26.00 - 29.00

General Responsibilities

Reporting to the Registrar, MDI, the part-time position of Assistant/Associate Registrar, MDI assists the Registrar with various aspects of exhibition planning; exhibition installation and deinstallation; acquisitions coordination and shipping as assigned; management of electronic and physical file management per established protocols and special projects as assigned by the Registrar or Director of Collection Management. This position offices at The Menil Drawing Institute and most assigned projects will occur in that building.

Specific Duties

1. Coordinate select registrarial and clerical aspects for in-house collection-based exhibitions and loan-based exhibitions.
2. Coordinate incoming loans related to assigned exhibitions, including but not limited to TMS tracking/entry, loan contracts, insurance coordination, packing/crating, security, and shipping.
3. As assigned, Coordinate loan paperwork, insurance, packing/crating, and shipping logistics for incoming acquisition considerations.
4. Submits Art Services Work Orders via a Menil Google form, as requested.
5. Assists the Registrar with invoice submission, as requested.
6. Assists with maintaining accurate and organized exhibition and loan files (both physical and electronic) per the Department of Collection Management's established procedures.
7. Additional special projects as assigned.

Qualifications

1. BA or BS in Art History or Museum Studies preferred.
2. 1-3 years practical experience in an art museum with demonstrated logistics registration experience preferred.
3. Experience with The Museum System (TMS) preferred.
4. Experience with Microsoft Office Suite (Outlook, Excel, Microsoft Word, PowerPoint, etc.), Adobe Acrobat Pro, and basic knowledge of Photoshop are preferred.
5. Ability to work a semi-flexible weekly schedule preferred.
6. Ability to work collaboratively with others as part of a team and independently with a strong sense of responsibility and commitment.

7. Excellent organizational skills with keen attention to detail; excellent written and oral communication skills and ability to multi-task in a fast-paced work environment; must be flexible.

How to Apply

For immediate consideration, please email your resume and cover letter to hr@menil.org. You also have the option of forwarding your application materials via postal mail to:

Human Resources Department
The Menil Collection
1511 Branard Street
Houston, Texas 77006

The Menil Collection is an Equal Opportunity Employer and seeks diversity in its workforce. The Menil is committed to attracting, retaining, developing, and promoting the most qualified employees without regard to race, color, religion, sex, age, 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.