



**POSITION:** Registrar Assistant  
**DEPARTMENT:** Exhibitions  
**REPORTS TO:** Registrar and Exhibitions Manager  
**STATUS:** Regular, part-time, non-exempt

## Overview

Since its founding in 1984, the Contemporary Jewish Museum (The CJM) has distinguished itself as a welcoming place where visitors can connect with one another through dialogue and shared experiences with the arts. The CJM makes the diversity of the Jewish experience relevant for a twenty-first century audience; accomplished through innovative exhibitions and programs that educate, challenge, and inspire.

In 2008, The CJM moved into its current award-winning 63,000 square foot building, designed by Daniel Libeskind. The building architecture incorporates an historic façade, and provides a dynamic setting for exhibitions, music, school tours and gallery activities, youth and family programs, artist talks, lectures, and special events. The CJM welcomes approximately 100,000 visitors per year, has a dedicated staff of 45 and an annual operating budget of \$8 million.

## Position Summary

Under the direction of the Registrar and Exhibitions Manager and as part of the exhibitions team, the individual in this position assists the Registrar and Exhibitions Manager in the safe handling and storage of art work; coordinating the various aspects of borrowing and lending objects; scheduling and overseeing delivery, preparation, installation and dispersal of art objects; and maintaining inventories and documentation related to temporary and loaned exhibitions. This position is part-time with a schedule of 15-19 hours per week.

## Essential Job Responsibilities

- Assists with arrangements for temporary exhibitions, both borrowed and organized by The CJM; generates receipts, documentation and correspondence, and maintains departmental records, including digital and physical files, loan ledger and database
- Assists with coordinating safe packing, shipping, and handling of artwork; examines artwork and produces condition reports; communicates with vendors, packers, and shippers

- Assists with maintenance of storage facilities and records: maintains the location tracking system and supervises routine cleaning and organization of storage facilities
- Makes periodic checks of the galleries and works with the exhibitions department and other Museum staff to address potential risks to works on view

### **Minimum Qualifications**

- Baccalaureate Degree with course work in Art History, Museum Studies or closely related field
- Minimum of two years experience in registration methods and related procedures in an art museum environment
- Demonstrated experience with temporary exhibitions in an art museum or similar institution
- Experience with EmBARK database
- Familiarity with Mac and PC environments

### **Skills and Abilities**

- Skill in the sensitive handling of works of art, including crating, packing and transportation of objects
- Excellent written and verbal communication skills
- Ability to work effectively and accurately on a wide variety of projects concurrently, and with attention to detail
- Familiarity with basic art conservation concepts, procedures and terms

### **Physical Requirements**

- Manual dexterity, visual and hearing acuity
- Capable of extensive on-line reading and data entry
- Ability to stand for up to 3.5 hours at a time
- Comfort in open space work cube environment with light background noise

## **Application Process**

Send cover letter and resume to The Contemporary Jewish Museum at [jobs@thecjm.org](mailto:jobs@thecjm.org)

Please indicate “Registrar Assistant” in subject line

**The Contemporary Jewish Museum is an equal opportunity employer.**

For more information about The Contemporary Jewish Museum, please visit [thecjm.org](http://thecjm.org)