



60 West Walton Street Chicago, Illinois 60610-7324 (312) 943-9090

JOB POSTING

TITLE: Assistant Registrar and Exhibition Specialist
DEPARTMENT: Exhibitions

SUMMARY: Reporting to the Director of Exhibitions, the Assistant Registrar and Exhibition Specialist coordinates logistics for incoming and outgoing loans and for the library's exhibitions. This position is responsible for physical installation of exhibitions in the galleries as well as tracking all aspects of the planning and execution of exhibitions and loans. The Assistant Registrar and Exhibition Specialist works with the director, the departments of Conservation Services, Facilities, Reader services, and other staff throughout the library.

RESPONSIBILITIES:

Assistant Registrar Duties (25%)

- Make all arrangements as specified in loan agreements for incoming and outgoing loans, to ensure that all conditions of the agreements are fulfilled while communicating with borrowers and potential borrowers throughout every step of the process;
- Coordinate condition reporting and storage of all loaned materials with Conservation Services;
- Ensure that all incoming and outgoing loans are properly insured;
- Maintain the Art and Artifacts database.

Exhibition Specialist Duties (70%)

- Create exhibition spreadsheets and installation calendars and follow up with colleagues as needed to ensure that all tasks are completed on time;
- Assist with layouts for gallery cases and wall displays;
- Assist with installation, de-installation, and security procedures for gallery exhibitions and loans;
- Maintain galleries and relevant signage; maintain cases, lights, other gallery furnishings, and electronic exhibition equipment; order gallery supplies and materials;
- Hire contractors to provide repairs to the galleries;
- Transport materials and install exhibitions;
- Monitor security equipment and other technology in galleries, in collaboration with Facilities and Information Technology departments, and request repairs and updates, as needed;
- Maintain gallery attendance statistics.

General Duties (5%)

- Maintain files (digital and paper) to insure comprehensive documentation of exhibitions and loans, in accordance with established procedures;
- Process invoices and other paperwork;
- All other tasks and activities needed for the achievement of departmental goals.

QUALIFICATIONS:

- Bachelor's degree required, preferably in the humanities; a master's degree in museum studies, public history, library science, the humanities, or equivalent experience is preferred;
- Excellent organizational and project management skills, with experience coordinating multi-faceted projects;

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- Ability to plan work, to work collaboratively, to handle multiple projects simultaneously, and handle a generally high level of activity;
- Experience with exhibitions;
- Experience working with rare and fragile materials;
- General competency with office and gallery equipment;
- Strong computer hardware and software skills, including experience with Microsoft Office (Word, Excel) and basic digital photography, and an ability to learn new applications quickly;
- HTML skills and familiarity with digital exhibition and project management software preferred.
- Excellent oral and written communication skills;
- Ability to handle large amounts of detailed information with a very high level of accuracy;
- Discretion in handling confidential materials;
- Excellent manual dexterity, hand-eye coordination, visual acuity, and sense of spatial conception;
- Ability to climb a ladder, and to handle, lift, push, pull, and carry objects as heavy as 40 pounds (such as exhibition vitrines and supplies).

SCHEDULE: This is a full-time, non-exempt position, working 35 hours per week, with normal hours generally from 9:00 AM - 5:00 PM, Monday through Friday.

BENEFITS: The Newberry offers a comprehensive benefits package including a variety of health, dental, and vision insurances; generous paid time off (vacation time, sick leave, personal days, and paid holidays); a 403(b) retirement plan with an employer match; employer-provided basic life insurance; and much more.

TO APPLY: Interested candidates should a cover email cover letter and resume to jobs@newberry.org. Applications sent without both items will not be considered. Please, no phone calls.

Date Posted: July 1, 2021

Date Available: Immediately

The Newberry's commitment to diversity, equity, and inclusion is essential to our mission: providing free and open access to a collection spanning more than six centuries; building and sustaining communities of learning, advancing and disseminating knowledge; and acquiring and preserving materials that represent a range of perspectives and experiences—including those that historically have been underappreciated, marginalized, or silenced. As a civic institution that values the free exchange of ideas, it is the Newberry's duty to ensure that attention to diversity, equity, and inclusion informs all that we do, internally and externally. This is an urgent priority for the staff and board of trustees as we shape our institution and outreach.