

# News\_Press/ Publications\_Field of Work Registrar

## **Guide to working professionally in a museum**

Field of Work – Registrar

### THE REGISTRAR<sup>1</sup>

#### JOB DESCRIPTION

As a registrar, you occupy a central position in your organisation, working on your own initiative to coordinate all of the processes related to exhibits. In doing so, you act as a link between various departments. Your work includes managing all of the museum's lending transactions. You are responsible for ensuring that the objects are properly recorded, stored and transported; you process loan agreements and take care of the related insurance coverage. You are also accountable for ensuring that budgetary constraints and financial guidelines are kept in check. Depending on the job profile, the registrar's responsibilities may also extend to planning and managing the installation and de-installation of exhibitions. The variety of duties involved requires close cooperation with other individuals or departments within the institution, such as curators, conservators, designers, collection managers, museum technicians, administrators, the accounting department, security, administration, press and marketing. As a registrar, you ensure the flow of information between and coordinate dates with internal and external partners. You also correspond and negotiate independently, and at a national and international level, with lenders, insurance companies and forwarding agents.

#### QUALIFICATION

Qualifications can include a university graduate degree in museum studies, cultural management, art history or history, or in a relevant museum-related subject, as well as comparable courses of study in the cultural sector.

#### FURTHER EXPERIENCE

It is useful to have completed a supplementary course in commerce, business management, or law. It also helps if you have some knowledge of finance, law, insurance, logistics, conservation and object preparation as well as intercultural skills and foreign languages. Proficiency in project management and familiarity with museum software and databases are crucial skills. You will also require expertise in orchestrating intricate workflows for both the installation and de-installation of exhibitions, along with the capacity to streamline processes for potentially sizable groups.

#### POSITION IN THE ORGANISATIONAL STRUCTURE

The registrar is assigned either to the exhibitions department or to the academic and collections department.

#### REMUNERATION

Salaries are determined based on public sector agreements, ranging from E 9b to E 12, or may be higher, exceeding the standard agreement.

#### NOTE

The registrar profession originated from the necessity to manage inter-institutional loans, which continues to be its primary focus. Its scope predominantly encompasses fine art and decorative art, mirroring the prevailing emphasis on international exhibitions.

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<sup>1</sup> The profession, its responsibilities and the corresponding job title have their origins in English-speaking countries; an adequate German translation does not exist. The English term "registrar" is therefore used, unlike the other job profiles in this guide.