The Baltimore Museum of Art seeks a full-time Assistant Registrar to provide collection, exhibition, and loan support to the Registrar's office. The BMA Registrar’s office manages a collection of over 95,000 objects, a robust exhibition schedule, and many loan requests for BMA collection objects.

The successful candidate will work closely with the Registrar office, BMA curators, conservators, and other staff members to provide overall support in various projects. This full-time, exempt position will report to the Registrar Department Head.

**RESPONSIBILITIES**
This position will provide support to collections registrars, exhibition registrars, and overall office support and organization.

Responsibilities include but are not limited to:
- Assist with preparing, tracking, and reporting departmental operating and project budgets
- Oversee cross-departmental deadlines, calendars, and schedules
- Enter data in TMS following established policies and guidelines
- Generate forms and reports, assisting with the movement of objects through internal processes, review cataloguing, and create paper files for accessions and exhibitions
- Assist with the accessioning process, object file creation, inventories, on-site and off-site storage maintenance, access to collection objects and records for staff and visiting scholars
- Assist with exhibitions, from the early budgetary and planning stages through installation and deinstallation processes
- Assist with the internal review and coordination of BMA approved loans
- Aid in the tracking and preparation of regular progress reports on departmental activity
- Monitor and manage external departmental email account
- Additional projects as assigned

**QUALIFICATIONS**
- BA in Art History or related field or equivalent professional experience required
- MA in Museum Studies, Arts Management, Art History, Library Science or similar preferred
- 1 – 2 years museum or gallery experience
- Familiarity with museum registration best practices and principals
- Experience with collections management database (TMS preferred) and cataloguing
- Experience with Microsoft Office suite, project management systems, and other technical skills
- Excellent organizational skills to work independently or as part of a team on multiple projects
- Strong time management skills, collegial and flexible attitude, and the ability to work collaboratively
- Must also be able to lift heavy objects, stand for extended periods of time, and climb ladders and stairs as needed
**BENEFITS**
We offer a competitive salary and a generous benefits package. For this exempt position we offer medical, dental, vision, prescription, 403b retirement plan with employer match, long-term disability, flexible spending account, museum and restaurant discounts, and reduced fee gym membership. We also offer accrued vacation, holidays, personal days, floating holidays, and sick days and birthday off.

**APPLY**
The BMA is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply.

Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for a given role. Therefore, if much of this posting describes you, then you are highly encouraged to apply for this role.

Please send cover letter and resume to HR@artbma.org with “**Assistant Registrar**” and your first and last name in the subject line.

Incomplete application materials will not be accepted.

No phone calls please.

Position will be posted until filled.