

Position Description

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Position Title:	Registrar
Reports To:	Gallery Director / Exhibition Manager
Direct Reports:	Interns, volunteers and casual staff as directed
Award & Classification:	As per Letter of Engagement

About Cairns Art Gallery

Cairns Art Gallery Precinct is a cultural meeting point for northern Australia, where art shaped by Place connects with contemporary practice across Australia and the world. As a dynamic cultural campus across three heritage buildings, the Gallery cares for its Collection and delivers an annual program of exhibitions, public programs and community engagement. Grounded in Place, and in the cultures, histories and environments of northern Australia, the Gallery works with artists, Aboriginal and Torres Strait Islander communities, council, industry bodies, tourism partners and the broader public to connect art, ideas and people.

Position Objective

The Registrar advances the Gallery's mission by maintaining the Cairns Art Collection to international museum standards, coordinating artwork movement and loans documentation, monitoring environmental and storage conditions, and ensuring accurate collection records on the Vernon database.

To summarise, it is not the intent of this position description to limit the scope or responsibilities of the role, but to highlight the most important aspects.

Key Accountabilities

Exhibition Logistics & Artwork Movement

- Assist the Exhibition Manager to coordinate, document and track all artwork movement for exhibitions and loans — including condition reporting, packing, transport quotes, installation and de-installation — ensuring loan conditions and international museum standards are met throughout.
- Assist with artwork packing and handling, local pickups and returns using the Gallery vehicle, and the preparation of exhibition spaces; document packing materials and ensure works are repacked to the highest of museum standards.

Collection Management & Documentation

- Maintain the Cairns Art Collection to international museum standards including accessioning new acquisitions, affixing accession numbers, recording locations, conducting regular inventories and supporting the annual stocktake and valuation.
- Maintain accurate and up-to-date records on the Vernon collection management database; support the development and administration of public-facing collection folders; and assist with Cultural Gifts Program administration.
- Research and prepare recommendation papers for acquisition.

Environmental & Storage Standards

- Monitor daily lighting intensity, environmental conditions and general condition of works on display; maintain storage areas, conservation supplies and workrooms to museum and OHS standards; and advise curators promptly of any changes to artwork condition.
- Assist with the identification of appropriate packing, storage and shelving for all collection objects, exhibition furniture, tools and equipment in accordance with museum protocols.

Loans & Stakeholder Liaison

- Support the inward and outward loans program including preparing condition reports, assessing conservation and packing requirements, and preparing loan documentation as required.

- Update the artist contacts database and provide new contacts and changes to marketing as required; liaise with artists, lenders and couriers in a professional and timely manner.

Administration & Gallery Operations

- Maintain accurate records on the Gallery’s central filing system; assist with facility procedures and monthly OH&S workplace checks; and contribute to lock-up and general Gallery operations including outside business hours as required.
- Perform other duties including facilitating special projects as required by the Director.

Selection Criteria

Essential

- Completion of a minimum of an associate diploma qualification and at least two years relevant work experience, or an equivalent combination of relevant skills, knowledge and experience.
- Demonstrated knowledge of art handling procedures and documentation to museum standards, including condition reporting, packing and loans administration.
- Demonstrated knowledge of cataloguing and experience with collection management software (Vernon), the Microsoft Office suite and website development applications.
- Demonstrated organisational and administrative skills including the ability to plan and prioritise tasks, meet deadlines and work as a member of a team.
- Well-developed written and verbal communication skills together with a proven ability to positively interact with a diverse range of internal and external stakeholders.
- An understanding of copyright issues pertaining to moral and ethical rights.
- Demonstrated ability to supervise and train interns, volunteers, casual staff and contractors in museum-standard procedures.
- Valid driver’s licence (minimum C Class).
- Valid right to work in Australia.

Desirable

- Experience working with the Vernon collection management system or equivalent.
- Knowledge of preventive conservation and environmental monitoring in a museum or gallery context.
- Experience administering the Cultural Gifts Program or similar donation/acquisition processes.
- Current First Aid Certificate (HLTAID011) or willingness to obtain.

Approved by:

	Date:	
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I have read the above Position Description and understand and accept the role requirements for the position of Registrar.

Employee Signature:		Date:	
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