



## **Registrar (maternity leave cover)**

The Aga Khan Museum (AKM) connects cultures and communities through art. The Museum's mission is to foster a greater understanding and appreciation of the contributions that Muslim civilizations have made and continue to make to world heritage.

A Toronto-based Museum, the institution promotes pluralism and acts as a catalyst for change through an array of on-site and digital programs. Visitors engage with its diverse Permanent Collection and exciting roster of exhibitions, performing arts, and education programs. The Museum's bold vision – to spark cross-cultural dialogue through education, inspiration, and innovation – is changing perceptions and building bridges between cultures globally.

### **Purpose of Position**

Reporting to the Director for Collections and Public Programs or designate, the Registrar will be responsible for the overall management of the electronic, paper, and photographic records for incoming and outgoing loan items; the organization and maintenance of incoming art storage; establishing and maintaining inventory control for temporary loans; the management of processes and logistics for art movement and incoming and outgoing temporary exhibit loans; ensuring compliance with national and international art movement laws and regulations; the preparation of facility reports and condition reports for works of art; and the management of the AKM collection insurance.

This is a one year contract to cover a maternity leave.

### **Key Responsibilities**

- Managing the logistics related to the transportation of works of art to and from the Museum, including the gathering of preparatory information, correspondence with lenders, and contracting of appropriate outside vendors for packing, crating and shipping, as well as obtaining estimates when required for the preparation of related budgets.
- Creating and maintaining a list of lender requirements, shipping details, and courier information for each exhibition and distributing it to appropriate Museum personnel.
- Managing all Foreign Cultural Object Immunity From Seizure applications, CITES, customs documentation and CCPEIA compliance.
- Reviewing, negotiating, approving and managing all domestic and foreign insurance and indemnity coverage for works of art in the custody of the Museum. Working with insurance providers to prepare and issue insurance certificates to lenders and vendors. Reviewing any incidents of damage or other matters impacting insurance coverage, and taking appropriate subsequent actions in consultation with the Director, Collections and Public Programs.
- Preparing loan agreements, renewals, facilities reports, condition reports, receipts and releases for works of art in the custody of the Museum.
- Packing and unpacking works of art in collaboration with the Collections Manager, assessing and determining appropriate packing for art works, preparing detailed packing reports, documenting complex packing and crating procedures.
- Overseeing and participating in the loading and unloading of art shipments.



- Creating policies and procedures for outgoing and incoming loans, art movement, security etc.
- In consultation with the DCPD and the Collection Manager, traveling as a courier with domestic or international exhibition loan shipments as needed.
- Managing logistics for travelling of artworks and display materials for exhibitions created by AKM.
- Creating loan-related records and catalogue entries for AKM TMS database and actively maintaining and monitoring complete and accurate digital and paper records on all incoming works of art for temporary exhibitions.
- Creating comprehensive reports for Temporary Exhibitions lender expectations.
- Responding, as necessary, to requests for information regarding the collection.
- Working out of normal working hours to help with loan arrival, departure and couriating AKM objects
- Any other task assigned by the line manager.

### **Qualifications & Experience**

- A Bachelor's degree in a related field (eg. Museum Studies, History, Art History, Conservation) and certification from a recognized museum studies or museum technology program.
- Minimum 5 years of directly related experience in registration methods and art handling.
- A demonstrated understanding of the principles, ethics, procedures and practices governing the acquisition, loan, documentation, storage, care, handling and use of museum collections including applicable laws, ethical codes and requirements for art movement.
- Demonstrated experience in art handling, art movement and ability to determine safe handling techniques.
- Well-developed interpersonal and communication skills; a team player.
- Highly organized, accurate and detail-oriented.
- High level of proficiency with various software systems. TMS experience is desirable.
- Flexible availability to accommodate receiving shipments and installing exhibitions.
- Expressed interest in the mandate of the Museum.

### **To Apply**

Please send your cover letter and resume to [akm.hr@akdn.org](mailto:akm.hr@akdn.org) on or before **October 5, 2021**. Applicants must be **fully vaccinated**, as defined by Public Health. The Museum will comply with its human rights obligations and accommodate applicants who are legally entitled to accommodation under the *Ontario Human Rights Code*.

The Museum thanks all those who apply, however only shortlisted candidates will be contacted.

Please note that the Museum is an equal opportunity employer and is committed to fair and accessible employment practices. Upon request, suitable accommodations are available under the Accessibility for Ontarians with Disabilities Act for applicants invited to an interview.