POSITION DESCRIPTION

Position Title: Senior Registrar

Organisation Unit: The University of Queensland Art Museum

Position Number: 3011532

Type of Employment: Continuing

Classification: Hew Level 8

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

The External Engagement portfolio, of which the UQ Art Museum is a member, includes UQ Press, Aboriginal and Torres Strait Islander Studies Unit (ATSISU), The Office of the Pro-Vice-Chancellor (Indigenous Engagement), Future Students and Enterprise Division, UQ Advancement and the Office of Marketing and Communications. The shared mission of the portfolio is to facilitate the ‘One UQ’ principle to transform The University of Queensland’s version of knowledge leadership for a better world into reality.

A key aim of the UQ Art Museum is to foster critical enquiry, enjoyment and appreciation of art and visual culture. We aim to stimulate debate and dialogue across all UQ disciplines, to encourage participation by diverse audiences, and to enhance the campus experience of UQ students. We are committed to providing UQ students with professional skills and practical training in art museum management.

The University of Queensland Art Museum (UQ Art Museum) is located in the James and Mary Emelia Mayne Centre on The University of Queensland’s St Lucia campus, and is recognised as one of the nation’s most significant university art museums. Through an active range of exhibitions, public programs and publications, the Art Museum seeks to engage with the University and broader community, and welcomes a diverse audience.

The University of Queensland began collecting art in the early 1940s and is now home to one of the largest public art collections in Queensland. As custodian of the Collection, the Art Museum is charged with acquiring, preserving and presenting Australian art, with a particular emphasis on Queensland art. The Art Museum has an active program to purchase innovative contemporary art, while historic works of art enter the Collection primarily through gifts and bequests. A dialogue with local and global perspectives, creative practice and critical discourse is explored through exhibitions and educational programs.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

The Senior Registrar leads the Registration Team’s duties for the UQ Art Museum, including the overall management of The University of Queensland Art Collection, and the students and volunteers placements program. As a member of the UQ Art Museum’s Executive Team the Senior Registrar advises the team on registration-related recommendations and requirements for the performance and operations of the unit. The Senior Registrar oversees loans of works for exhibitions and manages the legal and compliance issues of UQ Art Museum in line with the University’s policies and procedures, and the museum industry standards. The position also manages all contracts associated with loans in and out of the UQ Art Museum, copyright, reproduction and acquisitions of works of art.
Duties

Duties and responsibilities include, but are not limited to:

- Oversee the management of The University of Queensland Art Collection including exhibition, storage and storage spaces, condition of works, conservation plans and practices, physical and electronic record keeping, and risk and disaster planning. Liaise with the University’s Finance Office for reporting on purchases of artworks, auditing, valuations, insurance and stocktake.

- Develop, review and propose new work practices for registration procedures for UQ Art Museum compliant with the University’s policies and procedures, as well as the museum industry standards. Lead and develop the Registration Team’s placement program including overseeing training and mentoring staff and student placements in registration procedures.

- In conjunction with the UQ Art Museum’s Curatorial Team, manage the acquisition program for the Collection through purchase and gift (including gifts through the Australian Government’s Cultural Gifts Program) by liaising with galleries, artists, artists’ agents and donors.

- Oversee all requests for the use of the Collection including incoming and outgoing loans to and from national and international private and public collections. Maintain relationships with lenders on short and long-term loans. Oversee approvals, legal agreements, transport and logistics, and the work/s conservation management. Manage procedures and uses of the Collection for the exhibition and on-campus programs.

- Manage copyright for UQ Art Museum, including documentation of works of art for reproduction in the Collection online, publications for UQ Art Museum and the wider University community, and manage external enquiries for reproduction of works from the Collection.

- Consider and authorise requests from external parties for access to the Collection and its records. Liaise with the UQ Art Museum’s Education Team for academic access to the Collection through the Alumni Friends of UQ Collection Study Room. This includes formal teaching and volunteer, internship and research programs for UQ students. Develop and present talks and workshops on art registration and collection management practices using the Collection for University and other audiences.

- Oversee the Registration Team’s management of the services required for building operations of UQ Art Museum including climate control, security, plumbing, electrical, fire systems, stocktake of non-office equipment, visitor counters, building fabric and systems, and grounds.

- Liaise and work with the UQ Art Museum Advancement Manager on management and reporting of gifts of works of art and in fostering relationships with current and future donors to the Collection and UQ Art Museum. Liaise and work with the UQ Art Museum Administration team in the management of the financial aspects of the Registration Team’s projects.

- Represent the UQ Art Museum within the University and the arts industry.
Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the University’s Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships

The position reports to the Director of The University of Queensland Art Museum. The position supervises the Museum Preparator, Registration Officer, Registration Technician, and casual and volunteer staff, interns and bursary holders, and visiting scholars under the Kinnane Art Endowment Fund.
SELECTION CRITERIA

**Essential**

- Completion of postgraduate degree in art, art history, museum studies or similar and extensive relevant work experience in art collection registration management, or an equivalent combination of relevant experience and/or education and training.
- Demonstrated experience in managing an art collection including development of short and long-term plans for the collection and electronic database management.
- Experience in leading teams and in representing registration requirements of an art or cultural collection within a wider working group.
- Demonstrated project management skills.

**Desirable**

- Relevant work experience in leading art registration services of a University art collection or significant public art collection.
- Experience in representing a working group within a broader institution.
- Experience in managing art registration or related training programs for staff and other placements.
- Experience in Ke eMU database management.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.