

JOB DESCRIPTION



| | | | |
|-------------------|--|-----------------------|-----------|
| Job Title | Assistant Registrar | Duration | Permanent |
| Division | Design, Projects, and Public Programme | Hours/FTE | FTE |
| Dept | Exhibitions & Loans (Loans Section) | | |
| Reports to | Deputy Head Registrar | Direct Reports | |

Context

The V&A supports an extensive and generous loans programme that makes its collections widely accessible across the UK and internationally. Each year over 1,000 objects travel on short-term loan to approximately 150 venues in the UK and overseas. In addition, the Museum has around than 1,500 objects on long-term loan to over 130 venues in the UK and abroad. The Loans Section is responsible for the V&A objects in transit and while at the borrowing venue, ensuring risks for the collection are promptly identified and mitigated, and that the Museum's collections management standards and recognised good practice are thoroughly applied. Similarly, the Section is responsible for the administration of legal, ethical and logistics aspects of incoming loans for temporary displays, and long-term loans into the Museum.

Main Purpose of job

Co-ordinate the successful delivery of a caseload of V&A short-term loan projects to single- and multi-venue exhibitions throughout the world, including occasional very large-scale loans of multiple objects to one exhibition. To undertake this with managerial and diplomatic expertise and the ability to negotiate with and arbitrate between a wide range of internal and external colleagues. Project manage incoming loans for some temporary displays.

Key Responsibilities

1. Guide and work closely with curators, conservators and technicians to initiate and co-ordinate the arrangements required for each loan project. Record all processes clearly to facilitate the provision of information to internal stakeholders. Ensure that arrangements for loans adhere to the V&A's policies and procedures and are handled efficiently, smoothly and within timescale.
2. Liaise closely with all borrowing venues on the practical arrangements for each loan, including confirming approval of loans, preparing documentation for Loans Committee, clarifying object lists, collecting and interpreting facility information, confirming security arrangements, negotiating display plans, drawing up the Loan Agreement, review and agree on provision of insurance, and making transportation, courier and installation arrangements. To undertake these tasks with a sound awareness of the needs of different types of objects and balancing the demands of the V&A's objectives with those of borrowing venues.

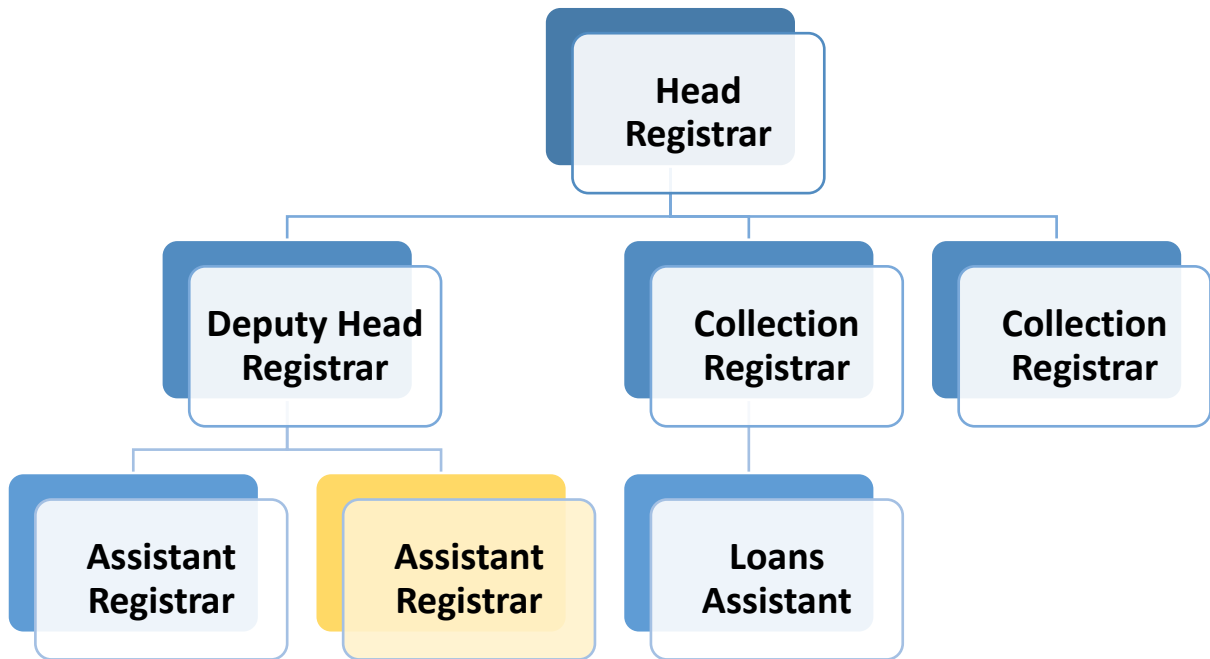
| |
|---|
| <p>3. Work closely with a network of external contacts, such as fine art transport agents, the National Security Adviser at the Arts Council England and exhibition organisers and registrars. Liaise with these various contacts to ensure loans are ready for despatch to schedule and within budget, retaining an awareness of the impact on the V&A's reputation.</p> |
| <p>4. Coordinate the arrangements for short-term loans to V&A collection displays. Put Government Indemnity or insurance in place as appropriate. Liaise with Lenders about loan agreements, display proposal, transport and installation plans. Advise curatorial and technical staff about requirements for the display and handling of loan objects. Arrange transport for incoming loans.</p> |
| <p>5. Maintain and update loan records on the museum's collection databases with a high degree of accuracy. Produce, or assist with the production of statistical information and tables from these databases.</p> |
| <p>6. Act as one of a team of key-holders who provides access to Transit Stores to relevant internal and external personnel, sometimes working alone and out of normal working hours to ensure efficient and timely dispatch of loans and couriers. Undertake the regular audit of Transit Stores.</p> |
| <p>7. Contribute to the continuous development and delivery of training for internal staff acting as museum couriers. To remain fully conversant with all current issues of aviation security, travel documentation, transport agent and museum practice to effectively prepare museum couriers for their duties.</p> |
| <p>8. To act as a courier for V&A objects, and occasionally for those belonging to other institutions, within the UK and overseas. To undertake the courier tasks diplomatically, efficiently, with regard for the safety of the object and the successful delivery of the borrower's project. To act as the first point of contact for couriers encountering difficulties on site and assist the courier to make sound judgements.</p> |
| <p>9. Be security conscious, ensure familiarity and co-operation with all museum security procedures. Be committed to health and safety and ensure familiarity with all the Museum's health and safety policies and procedures.</p> |

The above job description is intended to be an outline of the duties and responsibilities for this role. This is not exhaustive, and it is likely to change over time. You may be expected to undertake other duties that are commensurate with this role

PERSON SPECIFICATION

| | |
|--------------|--|
| Job Specific | *A Registrar or Exhibitions background with direct experience of project management and delivery of loans, with proven ability to follow procedures and museum standards of collections management. |
| | * Thorough understanding of transport and handling requirements for the safe movement of objects within the UK and overseas. Sound knowledge of best practice regarding security and display of objects to national and international museum standards. |
| | *Comprehensive knowledge of the UK's Government Indemnity Scheme and commercial insurance. Ability to examine and agree on options for covering the risk of lending and borrowing. |
| | Ability to assess complex situations and balance risk in practical loan matters. Problem solving skills and initiative to devise and propose innovative solutions to difficulties |
| Core Skills | Excellent standard of written English and highly numerate . |
| | Significant interpersonal and consultative skills, including the ability to communicate, present, negotiate, influence and build credibility with colleagues and external parties. |
| | Experience of using MS Office and other relevant IT systems to an intermediate / advanced level. Good knowledge of museums collections databases. |
| | Proven ability to manage a high workload and multiple priorities whilst meeting deadlines |
| Behaviours | <p>Respects others' expertise, time, perspectives and contribution. Excellent team working skills.</p> <p>Takes responsibility for delivering on actions, achieving high-standards and learning from mistakes</p> <p>Open to change, new ideas and suggestions; looks for opportunities for improvement and self-development</p> <p>Works with others outside their own department in a collaborative, understanding, and engaging way.</p> <p>Choose an item.</p> |
| | <p>Knowledge of the V&A Collections and active interest in the V&A's UK and International profile</p> <p>Experience of Museum Index+</p> <p>Foreign language skills</p> |
| Desirable | |

Position in the team



Hours: Net working hours (i.e. excluding meal breaks) are 36 per week.

Normal working hours are 9am-5.15pm Monday to Thursday and 9am-5pm Fridays.

Following Government guidance, this post is currently working from home mainly, with on-site presence required once every 3 to 4 weeks.