

COLORADO SPRINGS FINE ARTS CENTER  
INTERNSHIP OPPORTUNITY  
Posted May 7, 2008

Position Title: Assistant Registrar

Position Reports To: Acting Collections Manager/Registrar

Term: Flexible part-time – minimum two days/week; 150 hours total; May start

Compensation: school credit

The Colorado Springs Fine Arts Center is offering a part-time internship in Museum Registration. Projects will be tailored to the experience and expertise of the individual. Typical activities include assisting the Acting Collections Manager/Registrar with the development and maintenance of all collection records covering all loans to the museum, the permanent collection accession records, photographic and museum archives as well as catalog and inventory records. The successful candidate will receive training for creating, organizing and maintaining orderly forms, legal documents and files pertaining to the museum's collections as well as travelling exhibitions and all incoming or outgoing loans and image reproductions. Candidate will also receive training in Art Systems Gallery Pro collections database.

Essential Duties/Responsibilities:

- Assist with image reproduction requests.
- Responsible for organizing and maintaining forms, legal documents and files pertaining to the museum's permanent collection.
- Responsible for organizing and maintaining forms, legal documents and files pertaining to the travelling exhibitions as well as incoming and outgoing loans.
- Assist with the coordination of shipping and receiving of exhibitions as well as collections insurance documentation.
- Assist with the preparing of the storage space for the movement of the collection to the new storage facility.
- Assist with specific tasks assigned by the Acting Collections Manager/Registrar as directed.

Job Qualifications

- Bachelor's degree in Museum Studies, Art History, Studio Art or related field or Bachelor's degree candidates working toward school credit preferred.
- Experience in art handling.
- Knowledge of museum collections management and registration best practices.
- Working knowledge of all Microsoft computer applications and museum databases.
- Candidate must be able to organize collections documentation, data, and staff; communicate well with all interested parties; prioritize collection move activities; and budget and plan for supplies and equipment.
- Preferred candidates will have experience with museum collections management software systems such as Art Systems Gallery Pro or Specify; good organizational skills; and good inter-personal and communication skills.

Note: this job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

Please send cover letter, resume and three references to Patricia DeSimone, Human Resources, Colorado Springs Fine Arts Center, 30 West Dale Street, Colorado Springs, CO 80903, or email to [pdesimone@csfineartscenter.org](mailto:pdesimone@csfineartscenter.org). **Position will remain open until filled.**