**Assistant Registrar**

**Full-time position based in Beacon, New York**

**Background:**

Dia Art Foundation consists of eight permanent sites across the United States and Germany, as well as three changing exhibition spaces in New York State: Dia Chelsea, in New York City; Dia Beacon, in the Hudson Valley; and Dia Bridgehampton, on Long Island. Founded in 1974, Dia is committed to advancing, realizing, and preserving the vision of artists. Since its inauguration, the organization has undergone several shifts in focus, adding both new artists and sites. Over the last six years, Dia has carefully grown its program, commissions, and collection to reflect a more inclusive and expansive vision for staff, audiences, and the future of the institution.

**Position Summary:**

The Assistant Registrar is a full-time hourly (32 hours per week) entry-level position in Registration in the Curatorial Department at Dia Beacon. Reporting to the Director of Registration and Collection Management, the position provides support with collections care, management, and documentation as well as facilitates some exhibition planning and incoming and outgoing loans.

The position will focus on overall museum initiatives including art emergency preparedness and response and disaster planning and implementation across Dia's New York sites.

**Essential Job Duties and Responsibilities:**

- Maintains collection records, compiles acquisition files, conducts object research, updates records in collection management system, requests art insurance values, uploads and catalogues condition images, regularly monitors collection condition, captures gallery climate readings, keeps records online and on paper, and handles other collection related duties
- Works closely with Visitor Services staff to facilitate art emergency preparedness and action plans as well as revises and implements disaster plan
- Manages outgoing loans with guidance from Director of Registration and Collection Management
- Compiles condition images and reports for works on view
- Assists with the management, organization, and cataloguing of the digital collection assets in NetX
- Assists with installation manuals for collection works
- Addresses external collection inquiries
- Arranges local shipping and storage
- Provides support for registration duties related to exhibitions
- Oversees art shipment loading, unloading, and crate packing

**General/Other Responsibilities and Duties:**

- Assists with periodic inventories
- Assists with maintenance of the facility reports for each site
- Travels in place of Director of Registration and Collection Management when called upon
- Other duties as they arise
**Education, Certification, Experience:**

- Bachelor's degree in Art History, Museum Studies, or related field plus Master's degree preferred or 1–2 years museum or gallery experience. Prior experience in museum-standard registration, working with collections, and art handling procedures requested.

**Knowledge, Skills, Abilities:**

- Experience with collection management systems and computer programs including Keep Thinking's Qi, FileMaker, NetX, Smartsheet, Adobe Photoshop and Microsoft Office suite desired.
- Experience working with modern art and conservation best practices is preferred.

**Working Conditions and Physical Demands:**

- This is a full-time position based at Dia Beacon in Beacon, New York.
- Travel to Dia Chelsea and Dia Bridgehampton several times per year.
- Local travel is required, and reliable transportation is necessary.
- Domestic and international travel may be required as necessary to accompany loans.
- Significant computer work involved may require repetitive motion and prolonged periods of sitting.
- Long periods of standing may be required during exhibition installations and deinstallations.
- Ability to work on multiple tasks at once and meet deadlines.

Please note that to provide a safe workplace free of recognized hazards and to take every possible step to reduce the transmission of COVID among our employees, Dia requires proof of COVID-19 vaccination upon hire, except for those who obtain an exemption due to a medical condition, a religious belief, or pregnancy.

Qualified candidates are invited to apply by completing the online job application, linked [HERE](#) and attaching a resume and letter of interest.

Dia provides a competitive salary and comprehensive benefits package with significant employer contributions toward the cost of healthcare premiums. The 401(k) plan provides 100% employer match up to 4% of the employee's deferral and immediate vesting. Paid time-off benefits include three weeks of vacation, ten days of sick leave, thirteen holidays, and a generous parental leave program. Work-related travel expenses are fully covered. Additionally, staff ID badges gain reduced or free admission to most American museums and arts organizations.

Dia Art Foundation is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies. In addition, Dia will provide reasonable accommodations for qualified individuals with disabilities and supports a neurodiverse workplace.

No phone calls or emails please.