

New

Ministry

Arts, Culture and Status of Women

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Associate Registrar

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Arts Branch is responsible for the care and professional management of approximately 12,000 works of art, in sixteen provincial art collections including the Government House Art Collection, the Portrait Commissions Collection and the flagship Alberta Foundation for the Arts Collection (over 9,500 artworks). As identified in the *Alberta Foundation for the Arts Act* (1991), the AFA will collect, preserve and provide access to artwork and foster and promote the enjoyment and appreciation of artwork by Alberta artists.

The AFA Art Collection, the largest and most active of the provincial art collections, has two distinct functions. It s a legacy collection representing the breadth of visual art practice in Alberta over time. It is also a working collection that provides public access to artwork through the Art Placement Program, the Exhibition Loan Program, the Emerging Curator virtual exhibition program, Travelling Exhibition Program (TRES), and the Art Collection on-line website.

As advocates for the collection, the AFA/ARTS Branch holds this valuable asset (worth over \$23 million) in trust for Albertans and is charged with responsibly managing and preserving collection holdings while ensuring public access to artwork. The AFA is governed by a Board that is accountable to the Minister and meets approximately 5 times a year.

Reporting to the Head of Collections Care/Senior Registrar, the Associate Registrar is responsible for providing support to the Senior Registrar with all aspects of collections care including documentation, preservation, copyright, security, database management, insurance appraisals, and environmental monitoring of the artworks. A key focus will be

supporting the logistics around tracking and coordinating movement of all art within the 16 art collections. A high percentage (over 25%) of the AFA/ARTS Branch art collections are on loan to museums/art galleries, placed in non-traditional spaces or part of local, national or international traveling exhibitions. All of this work will need to align with industry standards and best practices for the care and preservation of artwork.

The position will be asked to act for the Senior Registrar when the Senior Registrar is absent.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1.Registration: The Associate Registrar supports the Senior Registrar in ensuring that the Government of Alberta/Alberta Foundation for the Arts (AFA) has legal title to all artworks acquired for the collections it manages, and that corresponding data meets industry standards for art collections.

- Develops, maintains and implements systems for recording all artworks acquired through purchase, donation, bequest/planned gift, and transfer. Ensures the implementation of records and procedures for inventory control in accordance with the Alberta Foundation for the Arts Act, the Government Organization Act, The AFA Collection Management Policy and best practices for the maintenance and care of a collection.
- Develops and implements planning, research, formats and procedures for registering and documenting collection holdings, including accession registers, accession files, artist files, electronic files, digital imaging and storage, and FOIP and copyright compliance.
- Cataloguing of acquisitions by assigning accession numbers and creating accession digital and physical records covering classification, provenance, artist information, condition assessment and a visual representation for an average of 200 artworks per year.
- Supports approximately 2,000 artwork movements per year in collaboration with Senior Registrar and other section staff, and ensures artwork locations in the database are up-to-date. This includes completing the database shipments and paperwork in TMS, shipping arrangements for incoming and outgoing loans, and working collaboratively with representatives of other institutions and external art handling personnel in scheduling, handling and monitoring the safe and legal movement of artworks.
- Oversees and completes condition reports for incoming and outgoing artworks, and maintains condition report, installation and conservation files.
- Oversees deaccession and disposal procedures in compliance with the Collection Management Policy.
- In alignment with the Income Tax Act of Canada, oversees donation procedures and prepares AFA tax receipts, Declaration of Gifts and donor letters for works donated to the AFA.
- Prepares applications for Canadian Cultural Property Export Review Board (CCPERB) submission, if artwork is deemed of Outstanding Significance and National Importance, and if agreed upon with Donor.
- Oversees preparation of Outstanding Significance and National Importance essays by a third party expert and Declaration of Authenticity statements following CCPERB Review Board guidelines.
- Oversees annual replacement value third party insurance appraisals for a rotating selection of artworks in the collection.

2. Assists with collection information management and related systems maintenance to sustain complete and accurate data about the collections.

- Submits application maintenance service requests and works with Technology and Innovation/Service Alberta to resolve database issues and improve functionality (e.g. Arts Branch lead for software upgrades). Performs UAT testing.
- Completes information and statistical analysis reports as required for the Arts Branch, AFA and professional associations (e.g. Canadian Heritage Information Network).
- Serves as a representative on the Alberta Culture Collections Information System (ACCIS) Working Committee to resolve database issues and work on larger Ministry projects.
- Assists with collections management software vendors and collections database maintenance, upgrades, website administration and configuration.
- Assist with the configuration of virtual exhibitions (ie Emerging Curator virtual exhibition)

3. Supports the Senior Registrar with performing physical inventory control and care of collection holdings

- Supports the Senior Registrar by assisting or performing updates to collection inventories, contractual records

indicating movement and financial records in coordination with Ministry financial reporting for the AFA and Arts Branch.

- Leads the audit (annual spot audits and full audits every five years) and reconciliation of all art in the collections, and other projects related to care of the collection (e.g., digitization of the art collection, review of current policies and practices).
- Maintains the technical requirements of management of the art in the collection to preserve it and researches best practices for continuous improvement.
- Responsible for the art storage vault, including monitoring adherence to technical specifications daily, which provides a climate controlled, secure environment that meets national standards for the preservation of a permanent collection.
- Liaises on vault management and safety with Infrastructure, building property management, security and maintenance staff as well as fire protection agencies to ensure established vault environmental standards are in place, monitored and maintained. Arms the vault daily and serves as the Fire Marshall for the vault.
- Contributes to annual (or as needed) review of emergency procedures, and aiding in their implementation in the event of human-made or natural disasters resulting in a threat to the art collections.
- Responsible for Integrated Pest Management program in the vault and other storage areas (both on- and off-site)
- Assists Senior Registrar with coordinating preventative conservation for all artworks, including developing mounts and storage solutions.

4. Supports the Senior Registrar through soliticing, contracting and supervising specialized services related to collections care on behalf of the Alberta Foundation for the Arts/Arts Branch through RFQ, RFP or other service procurement methods.

- Coordinates conservation treatments and oversees contract Conservators ensuring treatment recommendations align with generally accepted principles, the artists' original intent and maintaining the integrity of the artworks.
- Prepares contracts and oversees replacement value third party insurance appraisals for a rotating selection of artworks in the collection.
- Prepares contracts and oversees appraisals for donations to collections. Prepares contracts and oversees appraisals for donations to collections.
- Coordinates and manages specialized contracts for the maintenance and care of artworks in the collection including annual inspections and public art maintenance.

5. Supports the Senior Registrar with achieving priorities and business goals.

- Participates in unit strategy and operational planning exercises. Coordinates submissions for the Art Collections annual report.
- Provides assistance to the Senior Registrar in the auditing of art collection locations and inventory, answering questions that may arise and in the event that the auditor notes discrepancies.
- Assists the Senior Registrar with providing access to the collection through supporting collection visits by curators, TREX (AFA Traveling Exhibition Program) Managers, artists, etc.
- Develop recommendations for deaccession and disposition methods in alignment with the Curatorial Plan, Collection Development Plan, the Collection Management Policy and *Canadian Museums Association Ethics Guidelines*.
- Lead assigned special projects (e.g. conservation, storage, appraisals, database, website) including preparing project plans and budgets, setting outcomes and priorities, writing contracts, purchasing supplies, managing contracted resources, assigning tasks, monitoring and reporting on progress, and reviewing project outcomes.
- Assists the Senior Registrar by conducting research and providing responses to relevant queries, helping prepare Action Requests and briefing notes etc.

Problem Solving

Typical problems solved:

- Provides advice and consultation on matters concerning collection management issues and the care of

artworks in the collections.

- Interacts with professionals from other government agencies or museum/art or educational institutions.
- Networks with museum, academic, provincial, federal, and international counterparts to ensure alignment with and gather information about industry best practices to ensure continuous improvement.
- Participates or serves as the representative on cross departmental working groups specifically regarding collections management database. Provides recommendations for consideration.
- Acts as a steward for collections and associated data within area of discipline by applying theoretical knowledge to ensure appropriate preservation, documentation, organization, and access of artworks
- Has authority to recommend deaccessioning (legally removing) artworks in the collections.
- Selects and provides training, and supervises technical professional contract staff (appraisers, conservators, curators) on a project-related basis.
- Works with the Emerging Curator program to assist with the delivery of high-quality virtual exhibitions for the public.

Types of guidance available for problem solving:

The Senior Registrar is available to assist the Associate Registrar with problem solving and overarching guidance regarding all collections management related issues. Similarly, other program heads are available to provide expertise and guidance on specific projects, like appraisals, storage projects, conservation, artwork maintenance but the Associate Registrar is expected to be one of the main subject matter experts within the unit on providing effective stewardship of an irreplaceable art collection.

Direct or indirect impacts of decisions:

The Associate Registrar assists the Senior Registrar with providing oversight to 16 art collections including the flagship AFA Art Collection which represents a wide range of media and an unprecedented overview of the 150 year plus history of Alberta visual artists and artworks. A key focus of the position is ensuring that artworks are preserved for future generations. Ineffectual management of the collection which is held in public trust would have serious legal and ethical ramifications which would directly compromise the AFA's reputation as a steward. More complex issues will be handled by the Senior Registrar as there are higher level of potential impacts.

Key Relationships

Major stakeholders and purpose of interactions:

INTERNAL

- Support Senior Registrar by providing recommendations and/or advice on collections management considerations such as deaccession, CCPERB applications, storage, etc for advice to the AFA Board.
- Senior leadership of all Ministries and Departments (including Office of the Lieutenant Governor, Office of the Premier and Members of Executive Council) on matters related to loans, insurance, installation and monitoring of artwork in spaces throughout Government offices.
- Ministry Financial Services on matters related to updating the Alberta Foundation for the Arts and Government House art collection information for the quarterly financial statements.
- Treasury Board and Finance, Risk Management & Insurance on matters related to updating insurance values for the Alberta Foundation for the Arts, Government House, and other government owned art collections.
- Senior leadership of Technology and Innovation/Service Alberta on matters related to application services and database maintenance.
- Senior leadership on matters related to cross-ministry information standards and projects, and through involvement in the Alberta Culture Collections Information System Working Committee.
- Ministry of Infrastructure on matters relating to building property management, building security, building maintenance and cleaning to ensure vault standards are in keeping with industry best practices.

EXTERNAL

- Arts organizations and institutions (museums and galleries) on matters related to loans, insurance, installation, conservation, shipping, copyright and collections management.
- Individual members of the public including clients, donors, estates, non-government and non-profit organizations on matters related to the provincial art collections, AFA policies and procedures, donation and tax processes, collection care and maintenance, and copyright requests.
- Federal agencies on matters related to the Canadian Cultural Property Export Review Board and Moveable

Cultural Property applications, Category “A” Designation, Canadian Conservation Institute, and the Canadian Heritage Information Network.

- Collections management software vendors such as Gallery Systems on matters related to database and website.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Other		

If other, specify:

Arts (Art History), Fine Arts, Museology

Job-specific experience, technical competencies, certification and/or training:

Education and Experience

- University graduation (Master's degree preferred) in a specialty related to the position such as Museology or Fine Arts.
- Minimum of 4 years of direct experience with a collections database system (The Museum System (TMS) preferred) .

Knowledge and Skills

- Knowledge of collections management policies and procedures to provide theoretically sound advice in the area of registration including accessioning and deaccessioning artworks, inventory and audit procedures, exhibition loans, fine art handling, conservation and maintenance, donation and taxation processes, and risk management.
- Comprehensive knowledge of visual arts including knowledge of Alberta's visual artists (historical and contemporary) and Alberta's visual arts community.
- Requires comprehensive knowledge of applicable government legislation (AFA Act, Copyright Act, FOIP, Revenue Canada Tax Guidelines, and Canadian Cultural Property Guidelines) and national archival museum standards as set by the Canadian Conservation Institute. This position requires the knowledge and ability to provide sound advice and assess copyright requests related to the provincial art collections. Experience or training in Canadian Copyright Law is preferred.
- Requires comprehensive knowledge of museum information management practices and procedures including data cataloguing standards and database management. Experience with The Museum System (TMS) database is preferred.
- Working knowledge of preventative conservation and environmental conditions is required. This position requires knowledge of scientific environmental equipment (e.g. environmental monitoring software, etc.) and knowledge of Canadian Conservation Institute guidelines for Category “A” Designated Institutions.
- Requires strong project and contract management skills. This position supervises contract staff for a variety of projects related to conservation and collections management. Strong communication, time management, problem solving and critical thinking skills are required to plan, implement and execute short and long-term projects.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes a long-term view towards organization’s objectives and how to achieve them: <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder 	Look beyond traditional expectations of collections and collections management practices to anticipate continually changing roles and responsibilities for organizations in the future. This will involve working with internal and

		<p>perspectives</p> <ul style="list-style-type: none"> • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	<p>external users on differing ways to organize and present information on the collection database and website that is more inclusive and accessible to diverse peoples.</p>
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	<p>Creative problem solving in art collections management necessitates being receptive to a myriad of perspectives and balancing access with long-term preservation. Overseeing and managing each proposed conservation treatment (for hundreds of damaged or fragile artworks) is one area which constantly involves the consideration of many diverse types of expertise which will all need to be weighed and considered to ensure the proposed solution aligns with accepted principles, the original intent of the artist, etc.</p>
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	<p>Looks for ways to further implement digital technologies into the organization this will include assisting with virtual exhibitions, barcoding the collection and refinements to e-museum and the website which enhance clients' experience and collections management functionality.</p>
Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties 	<p>This role involves substantial collaboration both within the direct team as a myriad of expertise needs to be considered on each decision as well as across</p>

