Job Title: Registrar

The Bechtler Museum of Modern Art - a vibrant hub of artistic exploration and inspiration located in the heart of Uptown Charlotte - seeks an experienced Registrar to join its dynamic team. As the only museum in the Southern United States dedicated to European and American modern art, the Bechtler is rooted in a remarkable era of art history from the collection of the Zürich-based Bechtler family. Intimate in scale, the 35,000 square-foot signature terra-cotta building, designed by Swiss architect Mario Botta, features Niki de Saint Phalle’s iconic *Le Grand Oiseau de Feu sur l’Arche* (*The Firebird*) on its entrance plaza, and gallery spaces designed to pair the museum’s collection with national and international exhibitions that examine and celebrate global modernism, and its legacies.

**Duties and Responsibilities:**

The Registrar is primarily responsible for the day-to-day management of the exhibitions and overall care of the collections. This position works closely with the Curator in the development of exhibition planning and collections management. The Registrar schedules all exhibition-related activities in the museum as well as collections care, documentation, preservation, and safekeeping, and maintains all records for such activities. This position provides information and images on the exhibitions and collections as requested. The position is split between exhibition management and permanent collection care. With exhibition management, the Registrar is responsible for executing exhibition contracts, coordinating installation and deinstallation schedules, vendor and contractor management, logistics, design elements, and all arrangements for the installation and deinstallation of the exhibitions in consultation with the Curator, Chief of Staff, and Creative Director. The Registrar oversees the maintenance of current exhibitions including technology, lighting, and any needed repairs. The Registrar coordinates all incoming and outgoing loans, including shipping and insurance, and supervises art handlers and external contractors as required. With permanent collection care, the Registrar conducts the record-keeping on the permanent collection, manages the museum’s collection database and inventory, maintains collection values, and oversees the fine arts insurance program.

**Qualifications:**

A bachelor’s degree in art history, history, studio art, or a closely related field is required. In addition, three (3) – five (5) years museum or gallery experience in exhibitions development, management, and collections care is essential. Project management skills and knowledge of collections database management are key. Additionally, the successful candidate will be comfortable on ladders up to 10’, able to lift 10-15 pounds, use carts for transport of objects, and operate basic tools.

The Bechtler offers a competitive compensation and benefits package and at present operates under an optional hybrid office arrangement.

**To Apply**

Send a cover letter and resume to employment@bechtler.org. Review of applications will begin immediately and remain open until the position is filled.