



## **POSITION DESCRIPTION**

### **PROJECT REGISTRAR**

Vizcaya Museum and Gardens is a National Historic Landmark and accredited museum in Miami, Florida ([www.vizcaya.org](http://www.vizcaya.org)). The Project Registrar will primarily work remotely, and in tandem with museum collections staff and the Curator, on a project to augment and complete records in Vizcaya's collection database. The Project Registrar will review, edit, research, and add metadata according to institutional authority records, and upload recently captured images to the database. Once vetted, the Project Registrar will publish the records to the online collections portal. The completed catalogue object records will be used for inventory and research purposes, eventually to be included in Vizcaya's public online digital collections. The Contract Registrar is on the Engagement & Cultural Resources Team in the Art & Artifact Stewardship Department, and reports to the Collections Manager.

Vizcaya is owned by Miami-Dade County and is operated by the non-profit Vizcaya Museum and Gardens Trust, Inc. Our mission is to preserve the estate's cultural and environmental resources to engage people in connecting with the past, understanding the present and shaping the future. Our vision is to position Vizcaya as an enduring, inclusive, and innovative place that inspires people to embrace the cultural vitality and environmental sustainability of the world around us.

#### **Essential Functions**

- Work with the AAS Director and Collections Manager to formulate and execute a process for reviewing, editing, and completing object records for public access.
- With Collections Manager, review and refine the already existing data dictionary and data content standards, and develop new standards and processes.
- Review, edit and augment database records, upload vetted images to the collection database.
- Research objects in physical collection files and archives as needed to augment database records.
- Work with the Collections Manager to track the number of database records completed.
- Attend weekly virtual department team meetings.
- Report monthly progress and meet milestones directly related to institutional goals.

This job description is not designed to be comprehensive; duties, responsibilities and activities may change at any time with or without notice.

## **Position Requirements**

- Undergraduate degree in museum studies, fine art, art history, anthropology or related field.
- At least 1-2 years of hands-on experience working with a museum database and working knowledge of data content standards. Experience working with Proficio applications is highly desirable.
- Understanding and demonstrated knowledge of registrar and museum best practices.
- Demonstrated communications and project management skills. Attention to detail.
- Positive attitude, good interpersonal skills, flexibility and commitment to collaboration.
- English fluency.
- Proficiency with Microsoft Office.

## **Compensation**

Vizcaya Museum and Gardens offers competitive compensation, generous paid leave and retirement benefits for part-time employees. The starting salary for this position is \$21.64/hour.

## **Work Environment/Physical Demands**

The majority of work is done offsite with periodic site visits for research onsite or in Vizcaya's climate-controlled and non-climate-controlled storage spaces. Must be able to ascend/descend stairs and ladders and frequently move museum objects weighing up to 50 pounds. Vizcaya is a non-smoking environment.

## **Position Type/Expected Hours of Work/Schedule**

This is a part-time position (24 hours per week) for 7 months beginning no earlier than February 1, 2024, and ending on or around August 15, 2024. The Project Registrar position is approximately 90% remote offsite database work, typically during regular office hours, Monday – Friday.

## **To Apply**

Please submit a resume and a cover letter expressing your interest in this position to: [HRVizcaya@vizcaya.org](mailto:HRVizcaya@vizcaya.org)

Please reference the position title in the subject line of your email.

## **Equal Opportunity Employer**

Vizcaya Museum and Gardens is committed to equity and inclusion and is engaged in a strategic process to ensure that our staff, Board and volunteers reflect our community's diversity. Vizcaya welcomes applicants from groups that are underrepresented in cultural organizations and seeks to recruit, develop and retain a diverse workforce.

Vizcaya Museum and Gardens is an equal opportunity employer. Vizcaya respects people of all backgrounds and does not discriminate based upon race, religion, color, national origin, ancestry, sex, pregnancy, childbirth, sexual orientation, gender identity, gender expression, age, marital status, familial status, status as a protected veteran, status as an individual with a disability, status as a victim of domestic violence, dating violence or stalking, or other applicable legally protected characteristics protected by law.

Updated January 16, 2024