



POSITION DESCRIPTION REGISTRAR

Reviewed	2024-July
	2020-Jan
	2016-Feb

Approved by: Chief Executive Officer

Administered by: Director of Administration

**Applicable
References:**

- *The Saskatchewan Employment Act, amended 2021*
- *The Arts Board Act, 1997*
- *The Arts Board Regulations, 1998*
- *SK Arts Strategic Plan*
- *SK Arts Policies*
- *Collective Bargaining Agreement: Saskatchewan Arts Board and SGEU Local 2288*

SK Arts recognizes, encourages and supports the arts to enrich community being, creativity, diversity and artistic prosperity. It pursues partnerships and delivers arts funding programs and special initiatives that provide opportunities for artists and arts organizations working independently or collaboratively to create their work and communities and schools across the province to engage in arts activities. Nowhere else in the world is a larger or more comprehensive collection of Saskatchewan visual art than in SK Arts' Permanent Collection. This collection includes approximately 3,000 works of 750 artists and represents the work of our province's artists over the past seven decades. Its goal is to represent the contemporary art practices of artists within the province for the purpose of public access.

The position of Registrar is important to the implementation of SK Arts' strategic plan and primary organizational objectives and contributes to public recognition of SK Arts as an organization that is shaped by the creative strengths and diversity of the province's artists, arts organizations and arts community. Reporting to the Chief Executive Officer and working as a member of the Permanent Collection team, the Registrar is responsible for decisions that require professionalism, independent judgement and proactive approaches to problem solving. The Registrar creates, compiles and maintains all physical, photographic and electronic documentation of art objects included in the Collection including object provenance, condition logs, and related archives. The Registrar also oversees inventory and appraisal projects, processes Canadian Cultural Property designations, and manages databases that support the agency's collecting activity.

This is a full-time, permanent position based in Regina. The work is undertaken in a unionized environment in both an office and in the field. Intermittent travel may be required. The Registrar manages their portfolio and time within a monthly allocation of hours. A Criminal record check is a condition of employment.

KEY DELIVERABLES:

- Documenting works in the Collection by registering and cataloguing acquisitions, assisting with the writing of condition reports, arranging for the photo documentation and maintenance of artworks.
- Maintaining object files and artist files, including accession/deaccession records, appraisal and insurance records, loan and rental records, copyright and licensing records, and visual documentation of work.
- Preparing submissions for the certification of donated objects as Canadian Cultural Property.
- Automating and updating the records of administrative, financial, physical, historical and biographical information on artists and artworks represented in the collection and exchange these records through relational information networks (e.g. Saskatchewan Heritage Information Network [SHIN] and Canadian Heritage Information Network [CHIN]).
- Researching works and artists in the Permanent Collection to compile Collection records, to establish the status of exhibition and reproduction rights and to respond to related inquiries from scholars, curators and the public.

- Ensuring SK Arts complies with the Canadian Artists Representation Copyright Collective's (CARCC) requirements regarding copyright and payment of exhibition and reproduction fees for works in the Permanent Collection.
- Maintaining and updating guidelines and procedures as needed including but not limited to all forms for purchase, donation, reproduction, estate etc. ensuring they comply with latest standards and laws.
- Managing all image and information requests, with a familiarity of The Freedom of Information and Protection of Privacy Act.
- Controlling and exercising technical direction over Collection inventories by maintaining object location records, conducting year end inventories, and overseeing training of technical staff when required, and by assisting with the design of storage systems.
- Maintaining on-going relationships as appropriate to support the exchange of information regarding the care and maintenance of art collections and their records.
- Assisting with the review and development of policy and procedures in related areas and perform research and data collection, analysis or retrieval.
- Designing and/or facilitating projects involving documentation of the agency's collections, including all aspects of the agency's Collection-related electronic database systems.
- Assisting with art installation projects and the physical movement of art objects as required.
- Supporting other members of the Permanent Collection team particularly during periods of heavy workload or during vacations.

COMPETENCIES AND QUALIFICATIONS:

The knowledge and skills necessary for this position have been acquired through a combination of formal education; comprehensive knowledge of Saskatchewan art, artists, and traditional and current artistic practices.

- Post secondary education in the Fine Arts, supplemented by an officially recognized certification/designation from such a body as the International Society of Appraisers. Candidates without this certification may be considered, although they must have an expressed interest in attaining such certification. Until receipt of this certification, they will be remunerated as a pay band 8 position.
- Three to five years prior experience working in a gallery or museum setting.
- Comprehensive knowledge of museological standards and best collections practices.
- Extensive knowledge of visual and media art practice, particularly in the Saskatchewan context, including Aboriginal artists' work and practice.
- Considerable knowledge of computer technology and software and their applications, particularly with Collection database systems.
- Ability to discern and analyze issues, and to propose constructive solutions to immediate and ongoing problems and challenges.
- Ability to identify and assess relevant data, trends and opportunities, consider a variety of options and then determine and recommend or implement an appropriate action or strategy.
- Skilled at communicating, both verbally and in writing, with a variety of audiences in a way that convinces, conveys information, builds support, educates or promotes understanding and overcomes challenges.
- Strong interpersonal skills with the ability to listen, accurately comprehend and appropriately respond clearly and sensitively to diverse internal and external stakeholders.
- Highly resourceful team player with the ability to handle confidential information with discretion, and to work independently and collaboratively to plan and carry out assignments in an effective, organized and timely manner with excellent attention to detail, especially when planning and managing multiple jobs at once and during periods of heavy workload.

- Capable of meeting the physical demands of working with the Collection.
- Assets that will assist in the position:
 - Knowledge of the legislation governing SK Arts, the agency's strategic objectives and its current programs.
 - Knowledge of Saskatchewan's Indigenous communities and cultures.
 - Possession of a valid driver's license.