

LAGUNA ART MUSEUM

Date Created: April 2026

Position: Registrar and Collections Manager

Reports To: Deputy Director

FLSA Status: Exempt / Full-Time Position

Description:

Laguna Art Museum is seeking an experienced, visionary and meticulous Registrar and Collections Manager to join our team during a transformative moment for the museum. Reporting directly to the Deputy Director, this position will be a key architect in the preservation of the museum's institutional legacy, ensuring the safety, rigorous documentation and physical integrity of our permanent collection, archives, research library and loaned artworks for special exhibitions. As the museum actively pursues accreditation with the American Alliance of Museums per our 5-year Strategic Plan, this position will lead the charge in establishing the highest standard of excellence in compliance across our on-site galleries and storage as well as our off-site storage facilities. We are looking for a dynamic team member who balances technical expertise with a commitment to organizational excellence, someone who understands that stewardship is a vital contribution to our cultural landscape and to the sustainability of the Laguna Art Museum.

About Laguna Art Museum

Laguna Art Museum is the longest serving art museum in Southern California. Connecting the public with California art and artists has been at the core of its existence since it was founded by artists in 1918. Perched on the cliffs above the Pacific Ocean, many of the museum's programs and activities are inspired by Laguna Beach's unparalleled natural environment.

As the Laguna Art Museum strives to meet our mission to *enlighten and engage people of all ages through art that embodies and preserves the California experience*, our work is anchored in a set of core values that drive excellence and innovation in everything we do:

Our Core Values

- **Service to Others** - We put our community, visitors and artists at the center of what we do
- **Education** - We inspire curiosity and lifelong learning through art
- **Approachability** - We are welcoming and free of pretension
- **Free Expression** - We uphold art as a space for openness, reflection and dialogue
- **Generosity** - We cultivate a spirit of giving, sharing resources and opportunities to strengthen our community.
- **Trust** - We act with integrity, responsibility and transparency

Building on the foundation set by a new leadership team in 2021, the museum has entered a period of unprecedented momentum. We have successfully expanded audience engagement, reaching more visitors annually than at any time in the last decade. Our current focus remains on driving excellence through the diversification of our permanent collection, the expansion of mission-aligned educational programming, and the cultivation of sustainable revenue streams that inspire deep donor confidence. Today, the museum is

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actively realizing its vision to be locally loved and national recognized as a premier center for California art.

Duties and Responsibilities:

- Responsible for the assessment, cataloging and physical care of the permanent collection including storage, movement, documentation, condition reporting, packing, safe shipment, and rehousing of artworks
- Responsible for the upkeep of the museum's collections management database
- Ensure the safe and accurate registration and installation of all works on loan to the museum for exhibition and assess the conditions of all such loans
- Facilitate the logistics, insurance coverage and safety and security for a rotating exhibition schedule of approximately 8 exhibitions per year
- Facilitate the logistics, insurance coverage, safety and security of all works included in the annual California Cool Art Auction
- Work with Design Department to plan and oversee installations of artwork for exhibition
- Responsible for maintaining clean and safe artwork storage environments
- Manage all logistics around incoming and outgoing loans of artwork, including planning for shipping and packing as well as insurance
- Responsible for the digitization and photo documentation of works and items in the museum's care
- Manage access to the museum's permanent collection and research library and related-research inquiries
- Serve as primary staff liaison to the Collections Committee and actively maintain a relationship with the Committee Chair
- Prepare Collections Committee meeting agendas and new acquisitions worksheets and deaccession proposals for presentation to the Collections Committee
- Provide the Collections Committee with expert guidance on policy and ethical standards to ensure all Committee actions align with the museum's strategic plan and AAM best practices
- Implement accessioning and deaccessioning processes per the museum's Collections Policy and Collection Plan
- Manage and play a major role in setting the budget for exhibitions and collections management
- Identify works from the permanent collection that are in need of conservation
- Maintain working knowledge of the museum's HVAC systems as it pertains to the environmental needs of the permanent collection and exhibition spaces.
- Work with Pest Control Vendor on integrated pest management (IPM) for museum and storage areas.
- Perform occasional courier duties as needed
- Maintain an up-to-date understanding of industry best practices and applicable state and federal laws to ensure the best possible care for the museum's permanent collection

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Job Requirements:

- Seven years' experience in a museum collections management and/or registration role as well as a minimum of 3 years supervisory experience
- Familiarity with and mastery of industry terms and best practices
- Advance experience with museum collections management databases
- Ability to preserve confidentiality of information
- Basic knowledge of tools and exhibition installation
- Ability to prioritize multiple tasks and work within strict deadlines in a fast-paced environment
- Strong organizational skills and attention to detail
- Proficient in word processing applications, spreadsheets, presentation software and social media management tools
- Excellent written communication skills (i.e. business letter writing, grammar, etc.)
- Excellent oral communication skills (i.e. ability to deal effectively with others, speak professional on the phone, etc.)
- Demonstrate exceptional professionalism as a primary steward of the collection; communicate with clarity, tact, and deep museum expertise when engaging with a diverse range of stakeholders, including donors, board members, lending institutions, artists and community partners, to inspire confidence and uphold the museum's reputation for excellence.
- Good judgement and creative problem-solving skills
- Good interpersonal skills, desire to be a team player and a sense of creativity

Supervisory Responsibilities

Directly supervises employees and volunteers. Carries out supervisory responsibilities in accordance with the museum's policies and applicable laws. Responsibilities include hiring, training employees; planning, assigning, and directing work; rewarding employees, disciplining employees, which could include terminating; addressing complaints and resolving problems.

Education and/or Experience

Bachelor's degree (B.A.) in a related field from four-year college or university; or +7 years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret the most complex documents. Ability to write speeches and articles using original or innovative techniques or style.

Mathematical Skills

Ability to calculate figures and amounts such as dimensions of artworks in relation to space, discounts, mark-ups, interest, proportions, and percentages.

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Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is regularly required to stand; walk; sit; climb or balance; and stoop, kneel or crouch. The employee is regularly required to climb stairs and/or ladders. Work requires frequent visits to project sites, walking, standing, bending, carrying items 25-50 pounds and climbing to lift up to 50 pounds and carry a distance of 10 feet and to push and/or pull up to 50 pounds a distance of 10 feet.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation

Compensation for this position ranges from \$73,000 to \$90,000 per year, depending on candidate experience.

To Apply

Please email a cover letter and resume to Victoria Gerard, Deputy Director, at vgerard@lagunaartmuseum.org. Please use "Registrar and Collections Manager" as the email subject line.