

## **Hood Museum Board of Advisors Mutual Learning Fellow, Registration & Collections**

The Registration & Collections Fellow will learn the practice of museum collections administration and physical care. Under the mentorship of the registration team, the Registration & Collections Fellow will develop the skillset to assess the physical condition of an artwork, learn best practices in artwork storage and rehousing, and understand the administrative responsibilities of collections custody.

Over the course of three years, the fellows will learn and engage in:

- Using the collections management database, The Museum System (TMS), inputting new data and updates and corrects existing data related to acquisitions, loans, inventory, exhibitions, rotations, teaching, conservation, and location changes, ensuring the integrity of information as directed by the registrars.
- In consultation with the registration assistant, preparing and maintaining object physical files, including donor/source, artist documentation, conservation, images, exhibitions, rotations, teaching, and loans.
- In collaboration with registration staff, assisting with all workflows for efficient accessioning and deaccessioning of objects in the permanent collection.
- Assisting the registration assistant with the coordination and monitoring of all art movement such as tracking locations and updating records for exhibitions, loans, and teaching.
- Assisting as needed in collections, temporary, and off-site storage.
- Assisting the prep staff in art handling, art movement and art preparation for exhibition.