

**Registrar (Creative & Cultural)****Level: 5**

A Registrar may work within a museum, art gallery or similar organisation whether public or private which has a stated remit to promote, collect, manage, preserve, interpret and/or display works of art, historic stories, specimens and artefacts of artistic, historic, cultural or scientific importance, commonly referred to as collections or objects. The Registrar is responsible for logistical, legal, practical and technical aspects of caring for, moving, recording and installing the objects in the organisation's care.

They organise acquisitions, loans, exhibitions, displays and shipments of objects to enable their organisations' programmes. They safeguard collections and are responsible for ensuring that legal and ethical standards are maintained. They develop, implement and use collection management policies and procedures and give expert advice on all collections, loans and exhibition activities taking place nationally and internationally. They are responsible for providing protection to the organisation from financial and reputational risks and protecting objects from physical risks.

Registrars work in a fast paced, busy environment with other specialists which may include art handling, conservation, exhibitions, photographic, legal, technicians, sales and curatorial. They may work alone or in teams. They operate behind the scenes to enable access and enjoyment of cultural heritage by public and other audiences now and in the future. They also liaise with other sector professionals e.g. technical consultants, artists, insurance brokers, fabricators and an international network of transport agents.

Registrars typically report to senior management structure dependant on the size of their organisation. In different organisations, some responsibilities and the job title may vary and include Collections/Exhibitions Registrar, Collection/Exhibition Officer or Loans Manager/Officer. The skills, knowledge and behavior of the Registrar occupation are also fundamental to similar occupations such as Collection Managers and Exhibitions Managers.

**Requirements – Skills and Knowledge**

<b>WORK ASPECTS</b>	<b>KNOWLEDGE</b> The Registrar will know and understand:	<b>SKILLS</b> The Registrar will:
<p><u>Care of and Access to physical and digital objects/collections</u></p>	<ul style="list-style-type: none"> <li>• Professional standards and good practice of collections care including object handling and collection management standards including: object entry/exit, acquisition and disposal; inventory, movement and location control; loans in and out; cataloguing, conservation and collection care; condition reports, valuation control; audit; rights management; use of collections; loss and damage; documentation.</li> <li>• Facility reports, security reports, technical drawings (e.g. display cases) and environmental monitoring data required for the lending and borrowing of objects.</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange the transport of objects, whether undertaken by the organisation or external transport agents.</li> <li>• Arrange for the preparation of objects for activities which may include checking title and any restrictions in place; working with conservators to identify conservation requirements, arrange condition reports and permissions for treatments required; make appropriate packing arrangements for objects; arranging photography.</li> <li>• Ensure that suitable risk mitigation measures e.g. insurance and indemnity, physical security and monitoring, appropriate environmental conditions are in place to facilitate</li> </ul>

		<p>lending and borrowing.</p> <ul style="list-style-type: none"> <li>• Co-ordinate conservation condition reports for activities including liaison with external Conservators where required.</li> <li>• Analyse and complete or collate facilities reports, security reports, display case supplements and environmental information</li> <li>• Ensure object storage facilities and object movement plans are fit for purpose.</li> </ul>
<u>Project Management</u>	<ul style="list-style-type: none"> <li>• Loan and exhibition management best practice which may include design, display, installation and exhibition tour management.</li> <li>• Organisation's project and programme management processes and systems.</li> <li>• Organisation's financial and budget management processes, including procurement and contract management processes.</li> <li>• Risk management principles to identify and mitigate the risks to the organisation where they work and protects the objects with which they work, the people who work with them and the public.</li> <li>• Time management, setting and managing milestones and deadlines.</li> <li>• Allocation and management of resources.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide advice and implement best practice when managing projects or programmes.</li> <li>• Contribute to budget preparation and management of budgets to ensure collections activities are financially viable,</li> <li>• Gain approval for expenditure in accordance with relevant financial regulations.</li> <li>• Agree, manage and deliver the time critical transport and installation schedules for objects either entering or exiting the organisation.</li> <li>• Seek quotations for specialist transport and other activities e.g. display cases.</li> <li>• Make arrangements for couriers/personnel accompanying objects in transit.</li> <li>• Present activities proposals to the relevant decision making organisation forum/person and prepares subsequent progress reports.</li> <li>• Undertake procurement management activities for goods and services which may include design and transportation.</li> <li>• Ensure compliance with organisation's project management practices and processes.</li> <li>• Write or contribute towards care and conservation policy and plans.</li> </ul>
<u>Compliance Management</u>	<ul style="list-style-type: none"> <li>• Legislative and other legal requirements, regulatory and contractual obligations, documentation practices and standards, including but not limited to, data protection, intellectual property, international obligations, import/export licenses, copyright, aviation security regulations, immunity from seizure for</li> </ul>	<ul style="list-style-type: none"> <li>• Check that all object activities are compliant with ethical principles, legislative and other legal requirements, regulatory obligations, documentation practices and standards.</li> <li>• Maintain up to date inventories including valuations and location.</li> </ul>

	<p>cultural objects and other policies in-line with organisation and policy requirements (e.g. treasure, human remains).</p> <ul style="list-style-type: none"> <li>• UK Customs Import and Export Procedures, HMRC requirements and overseas Customs Regulations that may affect their shipment activities.</li> <li>• Arts Council England Accreditation and Designation schemes which provide the standards for the sector.</li> <li>• Nature and requirements of different Government Indemnity Schemes and commercial insurance policies as they impact the role.</li> <li>• Ethical principles included in the Museums Association Code of Ethics for Museums and professional judgement including due diligence in relation to the acquisition, disposal or loan of cultural objects.</li> </ul>	<ul style="list-style-type: none"> <li>• Where relevant, ensure that the organisation works to Arts Council England Accredited or Designated status guidelines.</li> <li>• Manage import/export arrangements, cultural export licenses, immunity from seizure cover, customs procedures and security clearance where necessary for objects.</li> <li>• Provide advice on legal and professional requirements e.g. aviation security regulations, due diligence procedures, Government indemnity schemes.</li> <li>• Draw up, negotiate and manage contracts which may include loan agreements, acquisition agreements, exhibition contracts and loan agreements.</li> <li>• Manage all registrarial procedures including control of operations, audits, loan renewals, reporting and forecasting.</li> </ul>
<u>Data Management</u>	<ul style="list-style-type: none"> <li>• Spectrum collection management standard which sets the documentation requirement for the sector and PAS197 Code of Practice for Cultural Collections Management which is the strategic requirement for standards of care.</li> <li>• Organisation's requirements for data management, data protection and information systems.</li> <li>• The requirements and operation of the organisation's specialist software and IT systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Set the data standards for the organization in-line with PAS197 and Spectrum requirements.</li> <li>• Ensure the quality of data entered in the collections management system is accurate, complete and meets organisational requirements and other relevant standards.</li> <li>• Maintain and develop policies and procedures relating to collections management activities.</li> </ul>
<u>Communication Skills</u>	<ul style="list-style-type: none"> <li>• Written, verbal and non-verbal communication techniques to engage with stakeholders and provide appropriate communication content e.g. in reports, making presentations and conveying information to others.</li> <li>• Negotiation strategies to achieve successful outcomes for the organization.</li> <li>• Influencing techniques which take in to account others' views and considerations along with the organisation's objectives.</li> <li>• The significance and importance of your role to the success of the organization.</li> <li>• People management processes as required by the organization.</li> </ul>	<ul style="list-style-type: none"> <li>• Negotiate with borrowers, lenders and owners the terms and conditions of loans, acquisitions and disposals including security, liability, transport, facilities, environmental requirements, display and costs.</li> <li>• Communicate to a range of stakeholders to achieve shared goals, objectives and solve problems.</li> <li>• Write reports, for a range of internal/external audiences, regarding activities.</li> <li>• Act as an Ambassador for the organisation to raise its profile and communicate the importance of its work. This may mean representing the</li> </ul>

		<p>organisation at lectures, seminars, conferences and workshops.</p> <ul style="list-style-type: none"> <li>• Share best practice and/or delivering training to others regarding collections management activities.</li> <li>• Champion ethical, legal or other issues with organisation's personnel as appropriate.</li> <li>• Supervise staff, volunteers, interns and as required by the organization.</li> <li>• Co-ordinate third-party contractors including setting their brief and managing them on and off-site.</li> </ul>
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**Behaviours:** The Registrar will demonstrate the following behaviours:

- Results driven: understand the importance of achieving results and makes every effort necessary to achieve agreed goals/objectives including deadlines.
- Problem solvers: recognise and define problems by obtaining and analysing facts. Use resources and techniques to develop sound solutions while foreseeing possible consequences.
- Meticulous and methodical in your approach to work: identify and apply procedures and processes as appropriate to the situation.
- Expectation management: diplomatically manages the expectations of others, both internal and external, regarding what is practically achievable in terms of stipulated requirements e.g. time scales, budgets. Understand that external partners will work in different ways and adapt appropriately while keeping to institutional standards.
- Flexible approach: adapt readily to new situations and changes in the workplace whilst keeping to institutional standards. Learn and function well under widely different situations, circumstances and with different partners, adapting your approach to meet different requirements.
- Diplomatic: sensitive in dealing with others and achieve effective resolutions to problems or issues
- Interpersonal skills: get along well with others, establish effective working relationships with co-workers, managers, clients and/or the public.
- Work collaboratively: encourage and facilitate cooperation, pride, trust and group identity; foster commitment and team spirit; work cooperatively with others to achieve overall goals.
- Patience and persistence: deal with situations in a calm and considered manner. Believe that all situations can be resolved satisfactorily.
- Decision making: identify and choose alternatives based on facts and rationale in order to progress the situation.
- Work under pressure: recognise and deal effectively with many tasks and situations at once. There may be constraints outside their control or unforeseen changes or problems to deal with.
- Continuous Professional Development: Proactively keep your industry and best practice knowledge and skills up-to-date, having an eye to the future.

**Qualifications:** Apprentices must achieve level 2 English and maths prior to completing the apprenticeship if they haven't achieved them prior to entry. Employers will specify their own entry requirements, which may include a degree or the equivalent level of knowledge and thinking ability gained through experience.

**Duration:** Typically 42 to 48 months.

**Review:** This apprenticeship should be reviewed after a maximum of two years.