

WHAT (THE HECK) IS REGISTRATION?

EVER HEARD OF IT?

THE REGISTRATION DEPARTMENT OVERSEES THE CARE AND MAINTENANCE OF THE ART, INCLUDING EXHIBITION PREPARATION AND INSTALLATION.

- Cataloguing and documentation of artwork
- Photography
- Shipping
- Insurance
- Loan agreements
- Condition assessments
- Storage
- Working with Conservators
- Preparing gallery spaces
- Small construction projects
- Creating mounts for art
- Matting and framing art
- Making signage for exhibitions
- Gallery lighting design
- Deed of gift agreements
- Traveling exhibitions
- Exhibition contracts
- Working hand-in-hand with staff from other departments: curators, development officers, educators, marketing and PR, IT, security
- AND MORE



INTERNS ASSIST WITH ALL OF THIS, AND INTERNSHIPS CAN BE CUSTOMIZED FOR YOUR INTERESTS.

- Leave the internship with:
 - Understanding the role of registration within the museum ecosystem
 - Experience using Gallery Systems suite (TMS, eMuseum, Media Studio)
 - Knowledge of art handling methods
 - Applied skills in signage, gallery prep, mount prep, condition assessment
 - AND MORE

