

# WHAT (THE HECK) IS REGISTRATION?

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EVER HEARD OF IT?

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

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- 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

