



Qualification Programme for Registrars

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- Request to professionalise the profession of registrar
- A programme by the Faculty of Museum Science/Museum Management at the University of Applied Sciences (HTW) in Berlin and by Registrars Deutschland
- Lecturers from HTW and from the museum (registrars, conservators, experts)
- Participants should have a degree in the humanities and/or several years of professional experience working in museums
- Fee

- Extra-occupational, 20 participants max.
- 12 modules over a 4-month period
- Classes on Friday and Saturday every 2 to 3 weeks
- 75 lessons, 45 minutes each

Module 1

Registrar at a museum/gallery/exhibition house

- History/Position/Organigram
- Distribution of tasks at a museum (curators, storeroom managers, museologists, restorers, etc.)

Business management activities

- Structuring processes, effective planning, work flow, economic principles of action, fundamentals of budgeting

Introduction - Legal and ethical fundamentals (Part 1)

- Code of Ethics

Module 2

Introduction - Legal and ethical fundamentals (Part 2)

- Fundamentals of the protection of intellectual property, copyright, performance protection, acquisition of usage rights
- Museum law, purchase contract, rental contract, loan, donation, usufruct
- Principles of property law: title and possession, acquisition of title

Module 3

Incoming and outgoing loans

- From the loan request to the facilities report and loan agreement

Module 4

Condition reports and courier escort

Module 5

Art transports, crating and customs

- Definition of terms, budgeting, coordination
- Supervision, customs regulations and formalities
- Excursion – shipping agency (warehouse, vehicles, etc.)

Module 6

Insurance cover and cultural assets

- From the general insurance policy to government or federal-state guarantee (registrations, claims, loss assessment)
- Legal foundations of the protection of cultural assets

Module 7

Collection management and object handling (Part 1)

- Preventive conservation, climate, light, crating, storage, etc.
- Excursion to a museum storeroom

Module 8

Collection management and object handling (Part 1)

- Storeroom organisation
- Security and surveillance

- Excursion to a museum
- (Delivery and interim storage)

Module 9

Tendering and award procedures

- Example: shipping

Module 10

IT and collection documentation

- Databases
- Inventory/Cataloguing

Module 11

Exhibition planning and project management

- Schedule coordination, personnel planning, exhibition presentation
- Tour exhibition

Module 12

- Restitution, provenance research
- Sustainable management (green museum)

Feedback/Outlook

- Very positive feedback with requests for an advanced course
- Requests for practical exercises
- Next programme starts in February 2019 and in October 2019
- Already with waiting lists



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