

Exhibition Preparator and Registrar Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=258628>

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Posted Jun. 24, 2025, set to expire Mar. 27, 2026

Job Title	Exhibition Preparator and Registrar
Department	Liberty Hall Academic Center and Exhibition Hall
Institution	Kean University Union, New Jersey
Date Posted	Jun. 24, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Museum Studies History - Art
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Exhibition-Preparator-and-Registrar--Liberty-Hall-Academic-Center-and-Exhibition-Hall_R3508
Apply By Email	
Job Description	

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Under the direction of the Executive Director of the Liberty Hall Academic Center and the Galleries at Kean, the Exhibition Preparator and Registrar (Managing Assistant Director 3) manages the permanent art collection related programming, conservation, loans, and preservation; is responsible for the coordination of exhibition logistics, vendor relations, and operational management of gallery spaces; exercises general management and supervision over these sections of the Galleries at Kean and participates in the development program and division goals, policies and procedures; and does related work as required. This position requires a flexible schedule including evening and weekend hours. Some travel is required.

Qualifications: Graduation from an accredited college with a Bachelor's degree and two years of professional experience in museum and/or gallery operations or arts management is required. A professional degree in one or more of the following areas is preferred: Museum Studies, Art History, Fine Arts and/or Public Administration. Professional experience managing galleries in higher education and professional training in the unique care, presentation and handling of valuable art objects is also preferred. Candidate must have excellent customer service skills, oral and written communication skills and organizational skills; be detail-oriented with the ability to multitask and work on numerous projects simultaneously; and have a unique understanding of the care, presentation and handling of valuable art objects.

Candidacy review begins immediately and continues until appointment is made. **Please submit your cover letter, resume/CV and contact information for three professional references.** Official transcripts are required prior to the starting date of employment.

In compliance with New Jersey's Pay Transparency Law, the annual salary range for this position is: \$66,000 - \$75,000. This position may also be eligible for a comprehensive benefits package, including health and dental insurance, a retirement plan and benefits for work life balance. For a full overview of our benefits offerings, please refer to our [Kean University Benefits website](#).

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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