

Report on an Internship Program at the Registrar Department of The Museum of Modern Art, N.Y.

Working at FUNARTE (The National Foundation for the Arts) in Rio, Brazil, and being aware of the lack of information and practical procedures on Registering and Handling works of art, I applied for a Fulbright-Capes grant, to work as an intern at the Registrar Department of the Museum of Modern Art. As acting director of the National Institute for Contemporary Art-Funarte, and being responsible not only for technical and curatorial procedures but also for assisting the main Brazilian Museums and Art Institutes on this subject (we organized on January 86 the First National Seminary for Exhibition Design and Preservation Procedures), my main concern was the enlargement of our knowledge on these subjects.

I participated in a two month program in the MOMA Registrar Department. I have accomplished the following:

1-PROCEDURES in INCOMING LOANS-

Registration, including Condition Reports for works: 1-Returning from exhibitions organized by the International Program or any of the six Curatorial Departments of The Museum of Modern Art. 2-Borrowed from other Museums or Private Collections to be included in a MOMA's Exhibition Program. 3-Recently acquired for the Museum Collection. 4-Returning from loans to other Museums, Galleries or Art Institutes.

2-PROCEDURES in OUTGOING LOANS_

Filling out the correct documentation, including condition report and a production book with photos and condition reports to be sent enclosed in one of the cases or to be kept by the courier..

3-FILES-

Updating collection History Cards, Loan Cards, Lender Files.

4-CATALOGUING-

Including title, artist, medium, dimensions, framing system and condition.

5-PACKING-

Photo documentation on packing procedures, cases and boxes designed for international or domestic loans; conservation department approval for some packing cases.

6-SHIPMENT-

Airport Procedures for overseas outgoing loans. Followed step by step, from the moment the shipment leaves the Museum to the arrival at the airport air-cargo department, till the moment it is correctly placed inside the airplane and the complete documentation is given to the courier in charge of the shipment.

7-EXHIBITION INSTALLATION-

Construction of removable walls, wall colors, heights and distribution at the gallery space. Correct use of labels, texts and titles printed on walls (silk-screen printing); lighting systems. Exhibition installations are curatorial decisions.

8-DISMANTLING-

Removing works from walls, organizing them in order to be placed easily inside the corresponding case or box. Different ways of packing drawings, photographic panels, models, architectural structures and furnitures. Separating works that should go back to the storage rooms or that should be shipped to other Museums. Photo documentation on those procedures has been prepared.

9-LIGHTING-

On exhibition areas, store rooms and work space; correct candle level for each kind of work: drawings, collages, paintings, prints, sculptures. Photo documentation on lighting system used at MOMA.

10-EXHIBITION DESIGN DETAILS ON THE MUSEUM COLLECTION DISPLAY-

Bases for sculptures and models, labels, metal shelves to support very delicate objects, legends and numbers.