



## **Job Description**

### **MUSEUM REGISTRAR**

**(Part-Time, approximately 20 Hours per Week)**

#### **DEFINITION**

Responsible for creating, organizing and maintaining orderly forms, legal documents, files and retrieval systems associated with the Museum's collections, including the following: acquisitions, cataloguing, loans, packing, shipping, inventory, storage and insurance. Coordinates borrowing and lending objects, including handling and packing of objects, negotiating insurance coverage, and processing requests for rights and reproductions.

**EXAMPLES OF DUTIES:** These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all encompassing of the duties to be performed under this job title.

- Work closely with artists, collectors, curators and institutions in the loan of objects; assess condition, and assign loan numbers and insurance values to objects on loan.
- Establish and maintain numerical cataloguing and information system for artifacts and their history.
- Correspond with and assist various agencies and individuals regarding museum business and requests for information.
- Protect and preserve artifacts against physical, chemical, and biological damage or decay in accordance with professional standards and procedures.
- Provide the technical expertise and skill for accessioning, classification, cataloguing, arrangement, inventory and maintenance of collections, including cleaning, protecting, and storing of articles in accordance with professional museum standards and procedures.
- Review and follow correspondence, documents, and materials maintaining accession and acquisition files.
- Review items from the collection needing conservation and assist in setting conservation priority list.
- Assist in collections-related or exhibit-related research.
- Other duties as assigned.

#### **QUALIFICATIONS**

##### **Knowledge of:**

- Accepted museum acquisition, accession, loan, registration and cataloguing systems.
- Standard artifact preservation and protection techniques.
- Computer database and word-processing programs.

**Ability to:**

- Communicate effectively both verbally and in writing.
- Establish and maintain an effective working relationship with staff and the public.
- Perform research, keep accurate records, and prepare reports.
- Handle sensitive materials in a careful manner.

**EXPERIENCE AND EDUCATION**

Any combination equivalent of a Bachelor's Degree in art history, anthropology, museum studies, history, or a related field, and three years of work experience in collections management. A Master's Degree in a related field is desirable.

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