

**Title:** Registrar & Exhibitions Coordinator

**Reports To:** Curator (primary); Curator of Exhibitions (secondary)

**Hours:** Full-time, 40 hours per week

**Classification:** Exempt

**Position Mission**

Reporting to the Curator as programming requires, with a secondary reporting relationship to the Curator of Exhibitions, the Registrar & Exhibitions Coordinator oversees the Museum’s collection management processes and works with the professional staff, the Collections Committee, volunteers and others, as necessary to implement the Collections Management Policies and Procedures as approved by the Board of Trustees. Registrar & Exhibitions Coordinator oversees the logistical planning and implementation of special exhibitions and collections-based installations. This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities that may be required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

**Responsibilities**

***General***

- Participate in staff meetings, planning team meetings, and other committee meetings as requested.
- Work with, collaborate, and communicate with all members of the staff, Board of Trustees, and volunteers.
- Attend events/meetings outside regular business hours as required throughout the year.
- Develop basic technological skills and demonstrate enthusiasm to learn new technology.
- Research and maintain knowledge of new products, methods, and developments in the museum field
- Assist the Curator of Exhibitions and Curator with the development of yearly department budgets.
- Support the internal and external Rights and Reproductions needs of the Museum as it pertains to the collections, exhibitions, and publications.
- Maintain adequate supplies for collections care and exhibition needs.

***Collections Management***

- In conjunction with the Curator, implement the Collections Management policy and procedures and maintain minutes of the Collections Committee.
- Manage and maintain the museum’s collections management EmbARK database and partner with Gallery Systems and the Museum’s IT provider to maintain/update the software.
- Manage the registration and tracking process for the Museum’s permanent collections and for all objects and archives in the Museum’s custody including initiating the registration and cataloging of new items into the collection (measuring, marking, cataloging, and coordinating photography).
- Prepare and maintain record systems for objects and archives that include their location, location movement, condition, photography, and rights and reproductions criteria.
- Support access to the Museum’s collections and archives by staff and researchers.
- Support the work of the History Blog on the Museum’s website.
- Provide supervision of storage facilities and ensure the safe display of the Museum’s collections.
- Maintain storage and exhibition prep areas in an orderly fashion.
- Arrange for matting and framing works as required in consultation with the Curator and/or Curator of Exhibitions.
- Monitor environmental conditions of exhibition and storage areas, on and offsite.
- Conduct collections inventories as scheduled.
- Assist with conservation projects.
- Recruit, train, and supervise the activities of volunteers and interns working on the collections.
- Work with colleagues to train and update appropriate staff and volunteers in emergency preparedness procedures as they relate to the collections.

***Exhibitions***

- In conjunction with the Curator of Exhibitions, implement the Museum’s exhibition strategy and plan and be part of the Museum’s exhibition team.
- Coordinate the logistical planning and installation of the Museum’s exhibitions, whether drawn from the Museum’s collections or from loans from public and private sources, and assist with the installation/deinstallation.
- With the Curator of Exhibitions, create implementation schedules for all exhibitions, and work with the Curator for collection-based installation changes.
- Help with processing exhibition and installation-related invoices.
- Manage and execute all incoming and outgoing loans, including contracts, condition reports, touring logistics, couriers and arrangements for packing, transportation, and insurance.
- Maintain and update the Museum’s Facilities Report and provide other administrative support as needed.
- Ensure object and work needs are properly organized and supervised to meet exhibition and project deadlines.
- Collaborates on-floor with Museum technicians and contractors supporting exhibitions and projects to maintain quality of work and ensure deadlines are met.
- In collaboration with the Curator of Exhibitions & Curator, coordinates the production and installation of gallery labels and text.

**Necessary Skills**

- Proficient use of Microsoft 365 suite of software (including Teams), EmbARK (Gallery Systems), and Adobe Creative Cloud required.
- Meticulous attention to detailed recordkeeping and in all other aspects of collections handling and management.
- Excellent communication skills, in both written and oral form.
- Exceptional project and time management skills to prioritize multiple projects and deadlines.
- Self-awareness and the ability to assess and recognize one’s own strengths and weaknesses, to pursue professional improvement, and to accept responsibility for mistakes.
- Adaptability to work independently, and under pressure, as well as with other staff members, stakeholders, and the public.
- Ability to conduct oneself with the highest standards of decorum, objectivity, and professional integrity in every circumstance that relates to the operations of the Museum or may influence the endeavors or reputation of the Museum. Shows a commitment to serve the public.
- Recognize that personal activities may reflect upon the reputation of the Museum. Shall not misrepresent the mission, objectives, policies, or programs of the Museum.
- Committed to working in a collaborative team environment where the team works together to accomplish the Museum’s goals while holding self and others accountable for measurable high-quality, timely, and cost-effective results.
- This position requires a Bachelor’s degree in art history, museum studies, arts administration, or a related field (Master’s degree preferred) with a minimum of 3 years of experience as a museum registrar.

**Physical Requirements**

- Work is performed primarily indoors with occasional outdoor needs/activities, in public spaces and non-public offices and storage areas. Compliance with Museum health and safety-related protocols is required.
- This job operates in a clerical, office setting within a museum with both modern and historic architectural elements. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. While performing the duties of this job, the employee is frequently required to receive oral and written instructions and to clearly communicate in person, over the telephone, through email and through other electronic means. Employee is required to move about the work area, ascend and descend stairs; and stand and/or sit for extended periods of time. The employee is occasionally required to lift, drag and/or move up to 25 pounds unassisted. The employee is required to visually or otherwise identify, observe, assess and differentiate dimension and color.
- Reasonable accommodations may be made to enable qualified individuals with a disability to perform the essential functions to the extent the Museum may do so without undue hardship. The term "qualified individual with a disability" means an individual who with or without reasonable accommodation can perform the essential functions of the position.

**Disclaimer**

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by the Registrar. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required to do this role. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**This position is at-will, which means that it can be terminated by the employee holding the position, or by the Museum, at any time, with or without notice or cause.**

Signature:

Date: