

Curator of History & Registrar

Reports to: Curator of Collections & Exhibitions

Status: Full-time, hourly, non-exempt

Hours: M-F, 9-5p core hours, some evenings or weekends as needed

Supervises: Curatorial interns and volunteers

Job Summary: The Curator of History & Registrar manages the physical disposition and record-keeping of collections and loan objects placed in the Museum's care. Assists the Curator of Collections in his/her role as the Board liaison for the Collections Committee. Assists the Curator of Collections with the development and coordination of all exhibitions, and with the curation of exhibitions related to history. Assists the Curator of Exhibitions with the curatorial internship program by supervising interns.

Essential Responsibilities:

- Oversee compliance with the Museum's Collections Management Policy
- Manage off-site collections storage
- Oversee documentation, care and handling of all collections in storage and on display; oversee proper record-keeping for all collections and exhibitions
- Oversee proper handling and display of loans to the Museum
- Maintain collections data in Collector Systems database software
- Represent the Museum as assigned for exhibit tours, public events, community speaking engagements, and interviews
- Process new acquisitions to the collection
- Condition report all incoming and outgoing loan objects
- Process loans to and from the Museum and maintain loan records
- Propose deaccessions from the collection and assist the Curator of Collections in arranging for appropriate disposal of deaccessioned objects
- Help solicit donations to the collections and funds for purchases.
- Coordinate indemnity and insurance for collection and loan objects
- Work with other staff and/or consultants to develop history exhibitions based on the Museum's and borrowed collections
- Write informative articles on history exhibitions and topics for affinity group emails, the website, gallery guides, etc.
- Provide descriptive information and visual material for developing exhibition sponsorships; assist with communications with prospective donors
- Produce label copy content for history exhibitions
- Provide docent materials for exhibitions
- Supervise Curatorial interns
- Perform other related duties as assigned

Job Qualifications:

- Bachelors degree in History, Museum Studies, Anthropology or equivalent; Masters degree preferred

- 2 years of experience in museum collections or curatorial positions
- Familiarity with computerized collections databases
- Familiarity with museum exhibition development
- Strong written and oral communication skills and attention to detail
- Knowledge of collections documentation requirements and care and handling of collections.
- Experience with Microsoft Office
- Ability to work as part of a team and motivate staff and volunteers

Essential functions (ADA):

- Ability to use personal computers and operate general office equipment (e.g. copier).
- Be able to communicate and interact verbally, both in person and over the phone.
- Be able to communicate through the written word at high levels of performance.
- Ability to travel to and from the job location.
- Valid driver's license issued by a U.S. state.
- Ability to climb stairs and ladders, and handle weights up to 30 pounds.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and may include other duties as assigned.

Reviewed by: _____ Date: _____
(Employee, please print)

Employee Signature: _____ Date: _____