

Assistant to the Chief Curator & Registrar

Reports to: Chief Curator

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 Assistant to the Chief Curator & Registrar manages the physical disposition and record-keeping of collections and loan objects placed in the Museum's care. Assists the Chief Curator in his/her role as the Board liaison for the Collections Committee, with the development and coordination of all exhibitions, and with the curatorial internship program. Administrative support for day-to-day operations of Curatorial staff.

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
- 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
- Coordinate indemnity and insurance for collection and loan objects
- Provide descriptive information and visual material for developing exhibition sponsorships; assist with communications with prospective donors
- Provide docent materials for exhibitions
- Supervise Curatorial interns
- Coordinate Curatorial staff calendars and provide administrative assistance as needed
- Perform other related duties as assigned

Job Qualifications:

- Bachelors degree; History major a plus
- 2 years of experience in museum collections or curatorial positions
- Familiarity with computerized collections databases
- Strong written and oral communication skills, organizational 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: _____