



JOB DESCRIPTION

Job Title: Registrar
Position Hours: Full-time (29+ hours per week)
FLSA Status: Non-Exempt
Department: Collections
Supervisor: Director
Supervises: Digital Imaging Specialist, Assistant Registrar
Approval Date: January 2017

SUMMARY

Oversee the care of museum collections using current, best practice standards whenever possible.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. COLLECTIONS MANAGEMENT

- a. Oversee the documentation of all items already in and being added to CCM's collection(s).
- b. Enter and oversee information added to the museum database.
- c. Manage the care, storage and tracking of all objects within the museum's collections.
- d. Determine appropriateness of potential additions to the collection and draft or revise legal documentation of object donations/procurement as needed.
- e. Supervise Collection Department staff.
- f. Oversee basic housekeeping program for objects as well as an integrated pest management program.
- g. Utilize best-practice standards, whenever possible, for collections.
- h. Manage the care, storage and tracking of all archival materials.
- i. Maintain the material Finding Aid.
- j. Manage placement, proper storage, and tracking of all objects in CCM's storage facility.
- k. Help develop and implement a moving plan of the collection to the Hugus-Ferguson Building.
- l. Recommend objects for de-accessioning process.
- m. Oversee the digital imaging of all collections.
- n. Assist in developing the Collection Department's annual budget and oversee expenditures.
- o. Purchase archival safe materials for the storage of museum collections.
- p. Coordinate with Curatorial Department in exhibit development and installation.

2. PRESERVATION

- a. Manage preservation programs.
- b. Assist the director in the application and administration of preservation grants.
- c. Maintain condition reports and make recommendations of objects in need of conservation.

3. PATRON SERVICES

- a. Oversee patron access to objects and archival materials including appropriate release documentation and collection of use fees.
- b. Conducts research in response to patron or external researcher request.
- c. Manage the mystery photo program.

4. ALL STAFF DUTIES

- a. Maintain professionalism by exercising tact, diplomacy and courtesy at all times.
- b. Provide positive patron interactions.
- c. Assist in the execution of museum events.
- d. Actively seek to learn the history of Carbon County.
- e. Conduct tours.
- f. Work with other members of the staff in a professional and cooperative manner.
- g. Follow directions and work without close supervision.
- h. Work a flexible schedule and provide back-up coverage as needed.
- i. Attend staff meetings.
- j. Seek out educational opportunities and attend trainings as approved.
- k. Support and promote the museum's mission.
- l. Assist in creation of social media posts and advertisements.
- m. Perform other duties as assigned.

MINIMUM REQUIREMENTS

- Knowledge of archival and museum practices.
- Knowledge of Microsoft Outlook, Microsoft Word and Microsoft Excel.
- Bachelor's degree (B.A.) from four-year college or university in museum studies or art history, or two years related experience and/or training.
- Interest in the history and culture of Carbon County or willingness to learn history pertinent to Carbon County.
- Ability to work with individuals with diverse backgrounds and personalities.
- Experience with technical, interpretive and/or grant writing.

PHYSICAL EFFORT AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel and speak or hear. Occasionally, it is necessary for the employee to climb a ladder. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision.

NON-CONTRACTUAL

This position is a full-time (40 hours per week), hourly position with benefits to include medical, dental, vision, and life insurance. Nothing in this position description should be construed as an employment contract.

TO APPLY

Send letter of interest and resume to CCM, 904 W. Walnut St., Rawlins WY 8230. Letter of interest and resume can also be emailed to director@carboncountymuseum.org.

For more information on CCM, please visit carboncountymuseum.org.