

Registrar/Collections Manager- Homesteader Museum of Park County

July 2023

Status: Hired position

Reports to: Director/Curator- Homesteader Museum of Park County

Employee Status: Full time

Normal Work Hours: Day

Pay: Wage – paid monthly

Evaluations: Annual

Qualifications: Bachelor's degree and database experience required. Museum experience preferred.

Supervises no personnel unless long term absence of director.

Works in harmony with all personnel and supervised by Homesteader Museum director.

Essential Duties:

1. Registration

- Serves as primary liaison with donors who offer donations to the collection.
- Responsible for registering/cataloging new donations/accessions/deaccessions into database system using PastPerfect Museum software.
 - ❖ By tracking/supervising all aspects of acquisitions, including donor acknowledgement, deed of gift, pertinent historical information, photographing, and permanent labeling of objects and photographs.
 - ❖ Create temporary object labels with registration information.
- Organizing regular Collections Review Committee meetings to determine the suitability of objects to include in our collection.
- Oversees the documentation of the Museum's permanent collections and loans (including paper records and digital records), while researching and maintaining records of previous registration work. Maintains computerized database of historical collections.
- Ensures proper movement of collections, both internally and externally. While working to ensure the security of the Museum's collection.

2. Collections Management:

- Properly cares for artifacts/photographs and archival materials using accepted professional museum standards, including proper storage. Implements approved collections policies and procedures.
- Manages emergency response plans for the Museum's collection/curatorial department.
- Catalogs, inventories, and tracks all collections items: in storage, on exhibit, and on loan
- Manages and provides access to archival/photograph and library collections. Coordinates and answers research/photograph requests; supervises on-site researchers.
- Responsible for purchasing archival materials.
- Supervise collections volunteers and interns

3. Curatorial Support/Exhibit Development:

- Collaborate with curator on permanent and temporary exhibit planning, development and labels.
- Provides research, exhibits, and collections management support to the curator.
- Assist in exhibit construction and framing

4. Administrative/Mission Support

- Public interface: museum tours and visitor greeting. Assist in special events and public programs as needed.
- General office duties

The Registrar/Collections Manager may also be responsible for other duties, as assigned.

In absence of Director, act as the pro tem Director