

Registrar  
Job Description  
Coffey County Historical Museum

**Job title:** Registrar

**Job Qualifications:** The individual is required to have a high school diploma or equivalent. A degree or certificate from an accredited college or institution, while not mandatory, is desired in filling the position.

**Job Summary:**

Responsible for the management, care, organization, development and academic interpretation of the collections; registration and record keeping; recommendations for acquisitions/ deaccessioning, attributions and authentication in the collections; research and publication of information on collection; assisting in the planning, preparation, maintenance and restoration of the outdoor and indoor exhibits, and creating and promoting special events.

**Principle Duties and Responsibility:**

1. Responsible for the registration and record keeping for the collection; answers correspondence and telephone inquiries regarding the collection.
2. Responsible for the recommendation and implementation of the policies and procedures regarding registration to ensure best practices and prevailing ethical standards relating to collections management and safety of collections.
3. Responsible for the management, care, organization, conservation, and development of the museum's collection, including recommending acquisitions to, deaccessioning from, attribution, and authentication of objects and materials in the collection.
4. Responsible for the updating of written and visual information in the museum's computer collections management system software as well as physical files while resolving discrepancies and inconsistencies.
5. Responsible for the housing/ rehousing of objects
6. Responsible for the dissemination of information on the collection to other staff, researchers, and students.
7. Responsible for the monitoring of the storage and exhibition space in regards to temperature/ humidity, environmental hazards safety, cleanliness, and ongoing maintenance concerns.
8. Assists with the creation of signage, handouts and educational presentations.
9. Assists with design and installation of exhibits.
10. Assists with special events and programs as needed.

11. In conjunction with the Director, oversees the procurement of materials, supplies and equipment for the department; development of departmental goals, objectives and strategic planning.
12. Assist with all visitors to the museum and research library. Duties may include, but not limited to: working at the front desk and Gift Shop area, orientating and touring visitors through the exhibits, and assisting researcher in the library.
13. Assist with cleaning the interior and exterior of the museum. This includes dusting, mopping, cleaning, vacuuming, emptying trash, taking trash to the street, and cleaning windows and glass. In winter months this includes shoveling.
14. Keep museum grounds free from trash and well groomed.
15. Assisting with the weeding, planting flowers, and mulching of the museum's garden.
16. Performs other duties as assigned.

**Minimum Knowledge, Skills and Abilities:**

1. Possess the ability and willingness to maintain a high level of accuracy, have a strong attention to detail, and to prioritize workflow.
2. Possesses a keen sense of diplomacy as well as the ability to work well with a wide variety of museum professionals, vendors, students, guides, and the general public.
3. Analytical skills necessary to establish an inventory control systems, and research artifacts for interpretation,
4. Strong interpersonal skills and flexibility.
5. Strong computer skills required: Microsoft office, Photoshop, and databases.
6. Ability to learn new software quickly and efficiently.
7. Communication skills required to train, explain results of research for interpretation, and to write reports.
8. Ability to walk and stand for up to 50% of work and able to lift up to 25 pounds when moving equipment, storing artifacts, etc.
9. Ability to manage multiple complex projects at once.
10. Ability to acquire and maintain a Kansas driver's license to meet potential donors to inspect artifacts, to transport artifacts, etc.
11. Ability to read blueprints, drawings and diagrams.

**Working Conditions:**

1. Exposure to extremes in temperature and dust when working in outdoor storage areas, exhibit areas and collections area.

**Reporting Relationships:**

1. Reports to the Director.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. In no way does this description constitute a contract, implied or otherwise. Work duties will reflect the hours in which one is hired for.