Job Description: Senior Registrar/Collections Manager

Objective:
Under the direction of the Director of Museum Services, the Registrar ensures the efficient and professional execution of the duties and functions of the Registration Department.

Level of Responsibility:
- Reports to: Director of Museum Services
- Supervisory duties: Registrar, Registration Technician, Interns, and Volunteers

Job Duties:
- Maintains collections records including loan agreements, condition reports, accession records, location changes, insurance records, transaction files, and collection inventories.
- Stays current with new technologies and methodologies, and integrates them into the Center’s Registration activities.
- Assists with annual planning, budgeting, and reporting processes.
- Collaborates with Museum Service and Curatorial staff with the planning and tracking of gallery installations, reinstallations, and rotations.
- Collaborates with curatorial, education, and graphics departments to review exhibition labels.
- Coordinates shipping arrangements for incoming and outgoing collections.
- Manages long-term loans.
- Plans and supervises packing, unpacking, and movement of collections.
- Cooperates with other departments to proof internal and external publications.
- Maintains non-collection areas and materials in Museum Services work spaces.
- Trains staff in data entry, and any other relevant Registration skill sets.
- Develops and maintains relationships with colleagues, lenders, donors, and vendors.
- Works cooperatively with Registrar to arrange transportation and shipment of objects, either incoming or outgoing; completes condition reports and other necessary records; and completes packing, crating, and handling.
- Works with curatorial and collections staff in installation and de-installation of exhibits and temporary exhibitions.
- Packs and unpacks objects for loan or exhibition, and serves, as necessary, as courier for museum loans.
- Works with conservators on staff or retained by the Center to care for collections needs.
- Oversees off-site collections storage.
- Works with donors and loaning entities to handle objects shipped to and from Center, and to monitor the condition of the objects.
- Moves objects to and from storage as required for preparation, exhibit, conservation, photography, loan, or routine maintenance.
- Performs necessary cleaning of objects on exhibit and oversees maintenance of exhibit furniture.
- Maintains appropriate storage conditions for collections objects.
- Performs routine cleaning and maintenance of collections objects; informs curators and conservator of conservation needs.
- Performs other duties as assigned.
Standards of Performance:
- Successfully carry out the functions outlined above in an efficient and timely fashion.
- Support other staff members, the Division Director, and Registration staff by sharing knowledge and working to ensure the success of all projects.
- Support the Buffalo Bill Center of the West Strategic Plan.
- Adherence to Center-wide policies and procedures.

Qualifications:
- A four year degree in museum services or a related field is required. A master’s degree with a minor in registration or a related field is preferred.
- Must have a minimum of three years of registration experience.
- Experience with collections handling and storage and exhibit installation, de-installation, and shipping.
- Strong knowledge of data base software, especially Argus, used for registration.
- Strong software skills in Microsoft Office Suite. Must have the ability to put together basic spreadsheet analysis.
- Excellent keyboarding skills.
- Excellent written and verbal communication.
- Exceptional organization skills, project management experience, and attention to detail.
- Be able to reach, bend, stoop, and occasionally lift up to 50 pounds.

Classification:
This is an exempt position and is not eligible for overtime. In some instances, the job may require working more than forty hours in a week.