

Job Description: Assistant Registrar

Objective: The Assistant Registrar assists in management of Permanent Collection, Loans, and Temporary Exhibits. Oversees physical needs of the collection objects – in storage and transit.

Level of Responsibility:

- Reports to: Senior Registrar
- Supervisory duties: Volunteers, and interns

Job Duties:

- Assists with the care and maintenance of the Center's permanent collection, objects on loan to the Center, and objects taken in on temporary custody.
- Performs registration functions related to the above (assigning and affixing numbers, condition reporting, packing and unpacking, housing objects).
- Assists the Associate Registrar and Senior Registrar in managing the Center's collection management database, Argus.
- Handles loan and traveling exhibit logistics under the direction of the Associate Registrar, including condition reports, packing, and shipping arrangements.
- Supervises and works as team lead for unpacking and re-packing of objects.
- Maintains inventory of crates, and work with Exhibits Production Manager and Facilities staff to plan interior and exterior of crates.
- Manages traveling exhibition object checklist, crate checklist, and condition report book for traveling exhibits under the direction of the Associate Registrar.
- Works with Conservator and Facilities to maintain an integrated pest management program.
- Assists with the annual inventory of the Permanent Collection and loans.
- Proposes new and innovative storage solutions for objects stored in the vaults, and designs and produces appropriate mounts for stored objects.
- Assists in managing the Center's collection management database Argus, and coordinates project-specific collections data entry and data clean-up projects.
- Understands and helps enforce the Center's Collection Management Policy and Procedures.
- Keeps apprised of approved and current registrarial and collection management standards and basic conservation guidelines for the care and handling of museum objects.
- Manages the Center's annual art show and sale, including receiving, unpacking, and tracking objects, in conjunction with the Cody Chamber of Commerce.
- Trains staff when necessary on use and functionality of Argus.
- General administrative duties: filing, copying, running errands, general data entry.
- Acts as courier to accompany exhibitions and loans.
- Completes special projects and basic research.
- May supervise interns or volunteers.
- Provides data entry assistance to Center staff.

Standards of Performance:

- Carry out the functions outlined above in an efficient and timely fashion.
- Execute Center's Strategic and Business Plans as it relates to the Registration function.
- Adhere to Center-wide policies and procedures, and collections policies and procedures.

Qualifications:

- Bachelor's degree (Master's preferred) from accredited college or university required, with coursework in art, art history, museum studies, history, or related field.
- Demonstrated knowledge of principles and procedures of collection management.
- Excellent communication skills and ability to work in a team environment.
- Excellent organizational, writing, proofreading, and analytical skills, with close attention to detail.
- Ability to travel domestically and internationally.
- Minimum of two years museum registration experience after completion of education with a focus on collections management and/or exhibitions.
- Experience using complex collections database applications, Argus preferred.

Classification: The position of Assistant Registrar is a non-exempt classification and is eligible for overtime. In some instances, evening and weekend work may be required.