

Job Description: Senior Registrar

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| Date: | Spring 2022 |
| Title: | Senior Registrar |
| Department: | Museum Services |
| Position Reports To: | Director of CEM |
| Status: | Exempt / Full-time |

Summary: Leads the Registration department at the Center, ensures the efficient and professional execution of the duties and functions of the Registration Department.

Job Duties:

- Maintains collections records for the Center including loan agreements, condition reports, accession records, object records, location changes, insurance records, transaction files, deaccessions, and collection inventories.
- Oversees acquisitions and deaccessions for the Center's museum collections.
- Conducts regular inventories as outlined in the collection management policy and as time allows.
- Maintains Collection Management Policy, Plan and Procedures documents, recommending changes as necessary and advocates for the highest professional standards in museum registration.
- Stays current with new technologies and methodologies and integrates them when possible into the Center's Registration activities.
- Assists with annual planning, budgeting, and reporting processes.
- Collaborates with Museum Services and Curatorial staff with the planning and tracking of exhibit installations, deinstallations, and object rotations.
- Works collaboratively with Museum Services department to manage intake and tracking of artwork for annual art show held at the Center.
- Collaborates with curatorial, education, and graphic departments to review exhibition labels and internal and external publications.
- Coordinates shipping arrangements for incoming and outgoing objects. Designs crates or other shipping situations for objects' travel. Packs and unpacks objects, and serves, as necessary, as courier for museum loans. Completes all necessary condition reports. Supervises movement of large objects through the building.
- Manages the Center's robust loan program including short and long-term loans and traveling exhibitions. Works to resolve old loans and abandoned property when necessary.
- Maintains non-collection areas and materials in Museum Services workspaces.
- Manages the Center's collection management database (currently Argus). Trains staff in data entry, and any other relevant Registration skill sets.
- Develops and maintains relationships with colleagues, lenders, donors, vendors, and shippers.
- Works with conservators on staff or retained by the Center to care for collections needs.
- Tracks objects and crates stored in off site collections storage areas.
- Moves objects to and from storage as required for preparation, exhibit, conservation, photography, loan, or routine maintenance, utilizing the highest standards of art handling procedures.
- Collaborates with Exhibit Production Manager to performs necessary cleaning of objects on exhibit and oversees maintenance of exhibit furniture.
- As much as reasonably possible, maintains appropriate storage conditions for collections objects.

Competencies:

- Successfully carry out the functions outlined above in a timely and efficient fashion.
- Support other staff members, the Division Director, and Registration staff by sharing knowledge and working to ensure the success of all projects and the Center's Strategic Plan.
- Experience with collections handling and storage and exhibit installation, deinstallation, and shipping.
- Detailed knowledge of collection management database software.
- Strong software skills in Microsoft Office Suite. Must have the ability to put together basic spreadsheet analysis.
- 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.

Supervisory Responsibilities:

- Registrar, Associate Registrar, Assistant Registrar, Registration Technician, Interns, Volunteers

Required Education and Experience:

- A four-year degree in history, art, art history, or a related field is required. A Master's degree in museum studies or a related field is preferred.
- Must have a minimum of three years of registration experience.
- Must have a valid Driver's License

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EEO Statement:

Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

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Position Analysis/Specifications

| | <i>N/A</i> | <i>OCCASIONAL</i> | <i>FREQUENT</i> | <i>CONSTANT</i> |
|-----------------------------------|------------|-------------------|-----------------|-----------------|
| Sitting | | | X | |
| Standing | | | X | |
| Walking | | | X | |
| Bending Over | | | X | |
| Crawling | | X | | |
| Reaching | | | X | |
| Crouching | | X | | |
| Kneeling | | X | | |
| Balancing | | X | | |
| Pushing/Pulling | | X | | |
| Lifting/Carrying 10lbs or less | | X | | |
| 11lbs to 25lbs | | X | | |
| 26lbs to 50lbs | X | | | |
| 51lbs to 70lbs | X | | | |
| Manual Dexterity | | | X | |
| Fine Motor Skills | | | X | |
| Gross Motor Skills | | | X | |
| Eye/Hand Coord. | | | X | |
| Near Vision | | | X | |
| Far Vision | | | X | |
| Color Recognition | | | X | |
| Hearing | | | X | |

Environmental Factors

| | <i>YES</i> | <i>NO</i> | <i>Limited</i> |
|--|------------|-----------|----------------|
| Working Outside | | | X |
| Working Inside | X | | |
| Working Alone | X | | |
| Working Closely With Others | X | | |
| Excessive Cold/Heat | | X | |
| Excessive Humidity/Dampness | | X | |
| Noise/Vibrations | | X | |
| Working with Chemicals/Detergents/Cleaners | | | X |
| Working Around Fumes/Smoke/Gas | | | X |
| Walking on Uneven Surfaces | | | X |
| Motorized Equipment or Vehicles | | X | |
| Working With Machinery/Motorized Equip. | | X | |
| Climbing on Scaffolds or ladders | | | X |