

## **Job Description: Registration Assistant**

**Date:** August 2022  
**Title:** Registration Assistant  
**Department:** Registration  
**Position Reports To:** Registrar  
**Status:** Exempt / Full-time

**Summary:** As a team member in the Museum Services Division, the Registration Assistant assists with the care and maintenance of the Center's permanent collection objects, objects on loan to the Center, and objects taken in on temporary custody. The Registration Assistant performs registration functions related to the above following current and best museum practices in support of the Center Collections Management Policy and Mission.

### **Job Duties:**

- Assist with loan and traveling exhibit logistics under the direction of the Registrar, including condition reports, packing and shipping arrangements, and managing object checklists.
- Assist with processing and cataloging new acquisitions.
- Supervise and work as team lead for unpacking and re-packing of objects.
- Maintain inventory of crates, and work with Exhibits Production Manager and Facilities staff to plan interior and exterior of crates.
- Maintain an integrated pest management program.
- Manage the Center's annual art show and sale, including receiving, unpacking, and tracking objects, in conjunction with the Cody Chamber of Commerce.
- Assist with annual inventories of permanent collection and loans in conjunction with curators and other Registration staff members.
- Propose new and innovative storage solutions for objects stored in the vaults, and design and produce appropriate mounts for stored objects.
- Coordinate project-specific collections data entry and data cleanup projects, as needed.
- Understand and help enforce the Center's Collection Management Policy and Procedures.
- Keep apprised of approved and current registrarial and collection management standards and basic conservation guidelines for the care and handling of museum objects.
- Complete special projects and basic research.
- Provide data entry assistance to Center staff and basic training on Center's collection management database, Argus.
- Process incoming loans: photograph and condition objects, enter data into database, alert Conservator of any condition concerns/issues.
- Coordinate project-specific collections data entry and data cleanup projects, as needed.
- Act as courier to accompany exhibitions and loans.
- General administrative duties: filing, copying, running errands, general data entry.

### **Competencies:**

- Demonstrated knowledge of principles and procedures of collection management.

- Experience using complex collections database applications, Argus preferred.
- Excellent organizational, writing, proofreading, and analytical skills, with close attention to detail.
- Excellent communication skills and ability to work in a team environment.
- Ability to travel domestically and internationally.
- Ability to reach, bend, stoop, and occasionally lift up to 50 pounds.

**Supervisory Responsibilities:**

- Interns and volunteers.

**Required Education and Experience:**

- Bachelor's degree from accredited college or university required, with coursework in art, art history, museum studies, history, or related field. A Master's degree in museum studies or a related field is preferred.
- One to three years museum registration experience with a focus on collections management and/or exhibitions preferred.

**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	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 Equipment		x	
Climbing on Scaffolds or Ladders			x