University of Maine

Job Description

**TITLE**: Hudson Museum Registrar

**DEPARTMENT:** Hudson Museum

**DATE:** January 2020

**REPORTS TO:** Reports to the Director of the Hudson Museum

**Purpose:** The Museum registrar is responsible for cataloging, care and preservation of the Hudson Museum’s collections. This position is responsible for maintaining an accurate database of the Museum’s holdings and ensuring conservationally appropriate storage, compiling legal documents related to the Museum collections and loans, and overseeing compliance with state, federal and international laws. The Registrar will direct and coordinate collection-based projects, including the supervision of interns, students and volunteers.

**Essential Duties and Responsibilities:**

 **General Collection Management:**

* Registers museum collection acquisitions and loan collections, using best practices established by the American Alliance of Museums.
* Maintains and produces deeds of gift, loan agreements, reproduction rights agreements, collection access requests, and requests for certificates of insurance.
* Maintains records of inventory, condition and location of objects in the museum’s collection and loan collections. Maintains physical files as well as a computerized database and online public access database.
* Oversees movement, packing, and shipping of objects for exhibitions and incoming and outgoing loans.
* Arranges for fine arts insurance coverage for objects in the museum’s collection or for loans.
* Periodically reviews and evaluates registration and cataloging systems to maintain applicability, consistency, and efficiency.
* Prepares objects for exhibition and assists in exhibit installation, including fabrication of exhibit mounts and case inserts.

 **Collection Conservation and Preservation:**

* Prepares conservationally appropriate storage and exhibit mounts and appropriate microclimate storage for museum and loan collections.
* Assesses collection conservation needs and coordinates conservation of objects with a contract conservator.
* Properly handles, packs and stores museum collection according to museum standards and guidelines.
* Prepares condition reports for outgoing and incoming collection loans.

 **Collection Access:**

* Responds to and facilitates access to the collection for scholars and researchers.
* Provides access to collection records on-site and through the Internet.
* Responds to NAGPRA and other inquiries related to the legal status of collections.
* Works with the Hudson Museum’s Board of Cooperating Curators.

 **Other Duties:**

* Prepares forms, reports, letters and documents related to the museum’s collections.
* Implements collection conservation and management projects.
* Coordinates an Integrated Pest Management program.
* Monitors temperature and humidity and responds to issues related to the museum’s climate control system.
* Undertakes or supervises collection digital photography.
* Develops and maintains professional relationships that reflect courtesy, civility, and mutual respect.
* Builds productive relationships with internal and external constituencies.
* Utilizes coaching and mentoring methods which provide an environment that is anticipatory, supportive, and encourages constructive feedback on performance.
* Commits to organizational improvement by identifying opportunities to improve, and recommending possible alternatives for a situation.
* Performs other reasonable related duties as assigned.

**Knowledge & Skill Qualifications:**

**Required:**

* Typically has the education associated with a Bachelor’s degree.
* Minimum of 3 years related experience in museum registration and collection management.
* Knowledge of the American Alliance of Museums (AAM) standard museum principles and practices.
* Demonstrated experience with collection management software (PastPerfect), word processing, spreadsheet, and database applications.
* Strong attention to detail.
* Demonstrated ability to multitask
* Ability to work independently as well as cooperatively with others.

**Preferred:**

* Bachelor’s degree in Anthropology, History, or Museum Studies
* Advanced degree and/or certificate in Museum Studies or Collection Management.

**Supervisory Responsibilities: S**tudent employees, interns, and volunteers, as needed.

**Work Environment:** The Hudson Museum’s exhibition facilities are located in the Collins Center for the Arts, an ADA compliant facility. Work spaces, storage areas and the registrar’s office are located in the Class of 1944 Hall, an ADA compliant facility.

**Work Year:** Full-time, 12-month, fiscal year

**Work Schedule:** Normal University of Maine business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Due to the nature of the position, work beyond regular hours (to include evenings and weekends) will be necessary to meet the requirements of the position. The employee shall establish regular office hours and in consultation with the supervisor, adjust the work schedule as appropriate.

**Position Type:** Ongoing, base-budgeted.

**Schedule for Evaluation:** In Accordance with UMPSA Agreement.

**Job Family/Salary Grade:** 12/02

Appropriate background checks are required.