AUBURN
Human Resources

Museum Registrar
Job Description

JOB INFORMATION

Job Code	AB06
Job Description Title	Museum Registrar
Pay Grade	LM08
Range Minimum	$45,040
33rd %	$54,040
Range Midpoint	$58,550
67th %	$63,050
Range Maximum	$72,060
Exemption Status	Exempt
Organizational use restricted to the following divisions	114 AVP, Administrative Effectiveness
Approved Date:	4/4/2025 10:08:26 AM

JOB FAMILY AND FUNCTION

Job Family:	Libraries, Archives & Museums
Job Function:	Museum Operations

JOB SUMMARY

Reporting to the Assistant Director, Curatorial Affairs, the Museum Registrar facilitates the use, care, and maintenance of all works of art and associated records stewarded by The Jule Collins Smith Museum of Fine Art, the university's on-campus teaching museum. Liaising with all stakeholders across the museum, the position particularly works collaboratively on collection-related projects, including opportunities for teaching and learning with the collection in museum spaces and temporary exhibitions; and on exhibition-related matters.

RESPONSIBILITIES

- Assumes responsibility for the long-term storage and care of all objects, including public art on university property in the art collection stewarded by the museum. Oversees both on-site and off-site collection storage and the movement of collection objects for exhibition, loan, or use in museum study rooms. Supervises the conservation and preservation of artwork, implementing priorities, ensuring continued review and mitigating future conservation needs. Monitors all spaces and environments housing the collection. Generates and maintains current facility reports, including for prospective private and institutional lenders, works with the Director of Operations on questions related to all spaces and environments housing the collection. Completes regular inventory spot-checks and maintains a current appraisal of the collection in accordance with the collection management policy. Receives, inspects, and conducts condition reports for all incoming objects on loan to the museum. Consults on other issues related to incoming loans. Updates insurance information, including updates to the permanent collection and outgoing or incoming loans.
- Manages all object records and documentation associated with the permanent collection, including photography of objects. Maintains the collection database, determining and implementing data entry standards and procedures; inputs data and photography in a timely and consistent manner; trains and supports staff users and creates and maintains their accounts; conducts data entry checks to ensure quality assurance; spearheads and participates in data cleaning efforts; and serves as the liaison with software representatives. Writes and maintains a data entry user manual. Assumes responsibility for digitizing images, creating reports, metadata development, periodic software upgrades, system migrations and security, and public access on the museum website. Oversees day-to-day object tracking of all works in the collection database. Initiates requisite collections documentation, assigns object numbers, and records all temporary, permanent, and off-site storage locations. Remains current on best practices regarding art collections and technology, and the museum’s collection management system specifically.
- Collaborates with the Manager of Academic Engagement to develop dynamic checklists for use by faculty, staff, and students in a range of academic disciplines. Recommends appropriate engagement methods to ensure safety of artwork and adherence to museum standards. Manages course engagement with collection objects, either in person or virtually, and assists with associated publication needs.

RESPONSIBILITIES

- Manages the smooth and timely acquisitions review process. Receives, prepares, and catalogs new acquisitions, including assisting and coordinating with all requisite museum staff. Creates object files and generates receipts and other paperwork specific to the acquisition of collection objects.
- Collaborates with guest scholars as well as curatorial and education colleagues to conduct regular research on collection objects and to share new information. Identifies opportunities for additional research and publication related to collection objects. Updates object files with new research and information.
- Represents the museum through various public programs and other professional development workshops, seminars, and conferences. May identify supplemental funding to support exhibitions and the collection, including preparing proposals and grant applications for initiatives or other special projects.
- Trains and supervises student staff, graduate assistants, and interns performing work related to the collection and/or in galleries.
- Manages or initiates other special projects or initiatives as requested or as they arise.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific degree required. A degree in Art History, Arts Education, Education, Museum, Cultural, or Visual Studies, Public Humanities, Cultural Studies, Museum Studies, Library Studies, or related field is preferred.	and	3 years of	Experience in archiving, researching, documenting and maintaining a museum or special collection within a private collection or an arts and/or culture environment for diverse community audiences.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Thorough knowledge of museum policies, practices, and procedures.	
Extensive knowledge of and experience with collections management and digital asset management systems.	
Knowledge of nomenclature, metadata standards, best practices in conservation, object handling, insurance, and museum legal and ethical issues.	
Knowledge of exhibition touring systems and needs to ensure safety of collection objects on loan to outside institutions.	
Basic knowledge of conservation and preservation techniques and procedures for museum collections.	
Knowledge of domestic and foreign loan procedures including courier arrangements and travel.	
Knowledge of research methodology, principles and procedures.	
Excellent knowledge of art and art history including identification of specific types of art movements and art works.	
Working knowledge of Windows and Mac platforms.	
Excellent organizational and prioritizations skills.	
Strong collaborative, interpersonal and communication skills; collegial with demonstrated ability to work effectively with a wide range of constituencies within diverse communities.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Excellent database management skills.	
Skill in organizing museum archives.	
Excellent project management skills.	
Ability to foster a cooperative work environment.	
Ability to supervise and train student employees and or interns, including organizing prioritizing, and scheduling work assignments.	
Ability to manage and ensure compliance with loan arrangements of artworks.	
Ability to develop, plan, and implement short- and long-range goals.	
Ability to gather data, compile information, and prepare reports.	
Ability to participate in the arts and collection management community.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting			X			25 lbs
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically, should have depth perception and the ability to distinguish colors.