

TITLE: Registrar

DEPARTMENT: Curatorial Department

REPORTS TO: Curator

FLSA STATUS: Non Exempt

SALARY: \$22/hr-\$25/hr

Summary: The Registrar will maintain the donation of all collections coming into the museum and the care for all objects in collections to tell the story of mining to the public. The Registrar will work closely with the Curator. This includes co-supervising various volunteers and interns, and working with the museum staff and general public to inform the public of the necessity of mining.

The Registrar will be responsible for registration of collections; development and maintenance of record systems; and administration of loan transactions, including moving, storage, arranging shipping, and maintenance of insurance records.

Essential Duties: Essential job duties for this position include the following items. Other duties must be performed as assigned or required.

- Accession object donations according to Collections Management Plan
- Update, as necessary, documents defining collections management policies, practices, and responsibilities.
- Manage deaccessioning for collections.
- Ensure the safe storage of objects in collections and displays
- Ensure Past Perfect is up to date regarding objects and donations
- Co-manage collections, library, and curatorial volunteers and interns
- Maintain Hall of Fame records
- Ensure Disaster Response Plan is up to date
- Set conservation and preservation standards and priorities for a wide variety of library, archival, and collection materials.
- Leading the Museum Integrated Pest Management program
- Routine assessment of datalogger data
- Answer object inquiries from the public, both online and in person
- Assist curator on exhibit development, when applicable
- Collaborate with other institutions to continually learn how to improve our collections and displays
- Provide quarterly Registrar Reports and provide to Curator for Board meetings
- Act as a representative for the museum at events and public gatherings
- Assist with general museum maintenance, when applicable
- Work toward continuous quality improvement
- Stay current with changing technology, including software and museum collections management programs
- Uphold, support, and promote all company policies and procedures

Education/Experience:

- Bachelor's Degree (M. A.) or or equivalent in Public History, Museum Studies, Geology, History, or related field; or one to three years related experience and/or training; or equivalent combination of education and training.
- Significant experience with computers, email, word processing, and spreadsheets.
- Experience with museum database software; experience with PastPerfect preferred.
- Coursework or field experience in Geology, natural sciences, or another science field preferred.
- Experience with large format printers and in-house printing and mounting

Language Skills:

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conforms to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to speak, understand, read, and write Spanish preferred.

Mathematical Skills:

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with a variety of abstract and concrete variables.

Certificates, Licenses, Registrations:

- Driver's license required.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Standing – Approximately less than 1/3 of on-the-job time.
- Walking – Approximately less than 1/3 of on-the-job time.
- Sitting – Approximately greater than 2/3 of on-the-job time.
- Use of hands to finger, handle or feel – Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms – Approximately less than 1/3 of on-the-job time.
- Climbing or balancing – Approximately less than 1/3 of on-the-job time.
- Stooping, kneeling, crouching or crawling – Approximately less than 1/3 of on-the-job time.
- Talking or hearing – Approximately 1/3 to 2/3 of on-the-job time.
- Tasting or smelling – Approximately less than 1/3 of on-the-job time.
- Travel – Approximately less than 1/3 of on-the-job time.

- Weight lifted/Force exerted – An average of approximately 25 pounds, less than 1/3 of on-the-job time, non-continuously.
- Physical demand requirements listed are primarily applied to museum objects and exhibit components.
- Vision – Close vision (clear vision at 20 inches or less), Color vision (ability to identify and distinguish colors), Depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).
- Vision requirements listed are primarily applied to use of computers, handling museum objects, and exhibit design.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

Environmental – Exposure to potentially hazardous environmental conditions may include the following:

- Work near moving mechanical parts – Approximately less than 1/3 of on-the-job time.
- Work in high, precarious places – Approximately less than 1/3 of on-the-job time.
- Fumes or airborne particles – Approximately less than 1/3 of on-the-job time.
- Toxic or caustic chemicals – Approximately less than 1/3 of on-the-job time.
- Outdoor weather conditions – Approximately less than 1/3 of on-the-job time.
- Risk of Electrical Shock – Approximately less than 1/3 of on-the-job time.
- Altitude above 10,000 Feet – Approximately greater than 2/3 of on-the-job time.

Noise – Exposure to sounds may include the following:

- Quiet – Approximately greater than 2/3 of on-the-job time.
- Moderate noise – Approximately less than 1/3 of on-the-job time.
- Loud noise – Approximately less than 1/3 of on-the-job time.

Benefits: 3% Match into Simple IRA. 80% ICHRA Medical insurance coverage. Paid time off. Selected paid holidays.

How to Apply: Please send a cover letter and resume to director@mininghalloffame.org