

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Registrar **GR:** 103 **FLSA:** Non-Exempt **DATE:** 09/26/2023
DEPARTMENT: Arts & Humanities **DIVISION:** Museum
REPORTS TO: Museum Director **APPROVED:** _____ **JOB CODE:** 3058

GENERAL DESCRIPTION:

Under general supervision from the Museum Director; works closely with the Curator of Collections; performs the daily operations of collections management. Work varies, individual judgement is required within prescribed standards and procedures.

TYPICAL DUTIES:

- Works with collections on a daily basis including artifact registration, donor correspondence, accessioning, cataloging, numbering artifacts, record keeping, organizing & maintaining computerized collections management system; prepares artifacts for storage & exhibit; conducts condition reports on artifacts; performs digital documentation by taking photographs and/or scanning artifacts & overseeing object location & movement.
- Compiles and maintains legal documents, histories of use, and physical histories of collections objects; negotiates and manages artifact loans; organizes and implements inventory projects; maintains archives on museum history; performs non-technical preservation procedures.
- Participates in the development of policies and procedures; makes recommendations for changes and improvements to existing standards and procedures; recommends acquisition and deaccession of artifacts and oversees integrated pest management programs.
- Works as part of a team with all museum staff; helps in preparation of artifact exhibit label copy; assists in and conducts collection-related research; participates in exhibition development and installation; assists other staff with educational programs, events, publications and similar activities; works with public frequently to ensure highest quality experience.
- Performs overtime as needed and other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Directs work of collections volunteers and interns.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to the following:

- Bachelor's degree in museum studies, history or related field.
- Three (3) years of experience in museum collections or registration; training in non-technical preservation measures.
- Must possess a valid Kansas driver's license.

RESIDENCY REQUIREMENTS:

None.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Prepare, organize and file records, reports and other documents. (Daily)

Effectively communicate orally and in writing. (Daily)

Prepare reports and routine correspondence. (Daily)

ESSENTIAL JOB FUNCTIONS (CONT'D.)

Efficiently develop, organize, store and retrieve data utilizing computer hardware and software. (Daily)
Work independently and complete assigned job duties on schedule. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Medium, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Climbing/Balancing: Minimal of climbing inclines, uneven surfaces, balance required.

Walking: Frequent, able to get to other offices and various parts of the building.

Stooping/Bending: Frequently.

Stand/Sit: Sit about 60 percent of the time.

Reaching: Frequent, overhead as well as horizontal.

Vision: Adequate to perform essential job functions.

Color Vision: Adequate to perform essential job functions.

Hearing: Adequate to perform essential job functions.

Speech: Frequently express ideas and be understood.

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability.

Manual Dexterity: Frequently operates equipment requiring moderate ability.

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Inside/Outside: Work inside.

Cold/Heat: Controlled.

Wet/Dry: Controlled.

Noise/Vibrations: Office equipment.

Hazards: Minimal exposure to mold.

Fumes/Dust/Odors: Moderate exposure to fumes, dust and odors.

Infectious Diseases: Low exposure.

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to communicate effectively, both orally and in writing.

Ability to maintain accurate records.

Ability to organize information and prepare written records.

Ability to understand and apply personal computer concepts.

Ability to think logically and quickly during an emergency.

Ability to listen to and apply information and instructions.

Ability to work under stressful conditions and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Computers, copy machine, telephone, typewriter, environmental monitoring equipment, conservator's tools, sewing machine.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.