



STATE OF COLORADO
invites applications for the position of:

Registrar

This announcement is not governed by the selection processes of the classified personnel system. Applications will be considered from residents and non-residents of Colorado.

CLASS TITLE: NON-CLASSIFIED

LOCATION: Denver, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 1200 Broadway, Denver CO 80203

SALARY: \$2,000.00 - \$2,153.84 Biweekly
\$4,333.33 - \$4,666.66 Monthly

OPENING DATE: 10/25/22

CLOSING DATE: 11/17/22 11:59 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



History Colorado

HISTORY COLORADO has a strong commitment to diversity, inclusion and cultural competency, because of that, we are continuously seeking to recruit individuals who will enhance this diversity and ultimately the effectiveness of our organization.

We believe that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. History Colorado and the State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status or any other protected status in accordance with applicable law.

The History Colorado Center is conveniently located in downtown Denver. In addition to a great location, we offer fantastic benefits including:

- Strong, secure, yet flexible retirement benefits including a [PERA Defined Benefit Plan or PERA Defined Contribution Plan](#) plus 401K and 457 plans
- Great [medical and dental health plans](#)
- Employer supplemented [Health Savings Account](#)
- Paid life insurance
- Short- and long-term disability coverage
- 11 paid holidays per year plus 12 hours of vacation and 6.66 hours of sick leave a month
- [Public Service Loan Forgiveness](#) – A borrower may qualify for forgiveness by making 120 on-time payments while employed full-time in public service, if they have certain kinds of federal loans in a qualifying repayment plan
- [BenefitHub](#) state employee discount program
- [CafeWell](#) employee wellness program
- Free museum membership
- Hybrid work schedule
- Free ECO pass
- Excellent work-life programs, such as flexible schedules and more.

DESCRIPTION OF JOB:

History Colorado Collection

History Colorado has been building and refining [The Collection](#) since 1879. The Collection is a tangible point of connection between the present and the past. It reflects who we are and what we value today, and records what will be of interest to Coloradans in the future. The value of The Collection lies in the powerful stories it holds, and in its potential for aiding public awareness and understanding of the state's history through uses including: research, educational programming, exhibitions, loans, design inspiration and community building. The Collection currently comprises approximately 225,000 artifacts, 1,000,000+ photographs, and 9,000+ linear feet of textual and archival materials.

As an important part of Collections Access, the Registrar creates and maintains intellectual and physical control of and legal documentation for millions of collection objects throughout the State.

Primary responsibilities include managing the acquisition process, facilitating collections processing, and deaccessions and dispositions. The Registrar provides a high level of project management and works with other members of the department for planning, developing and implementing strategies for collections inventory documentation, storage, and other collections projects.

The position applies concepts, principles, and techniques of professional museum registration methods and museum collections management. The Registrar is responsible for maintaining and enforcing legal and ethical standards for collections stewardship and impressing the importance of these issues upon co-workers. There is also a high level of public outreach and access services this position provides to internal/external patrons, all in the service of activating multiple access mechanisms to ensure that collections are intellectually **preserved** and available to the public for **use**, including in research, loans, programs, educational activities, and exploration and **discovery**.

MAJOR RESPONSIBILITIES AND DUTIES:

- Working with Curatorial staff to manage the acquisition process
- completing registration and acquisition documents and files
- confirming and acquiring appropriate copyright and/or licenses
- creating reports for and managing the staff Collections Committee
- accessioning
- facilitating the cataloging process
- managing information in the database
- Assisting staff with permanent collection projects such as problem-solving, inventories, conservation/preservation priorities, etc.

- Facilitate the deaccession process by working with curatorial staff on the proposal and documentation of deaccessions as well as managing and tracking dispositions
- Working with other staff to create, implement, and uphold policies and procedures
- Provide high level of accountability and project management
- Provide high level of and improvement of collections outreach, programming, and access
- Supervising the work of volunteers and interns
- Assisting with other CSCA projects as needed

PREFERRED CANDIDATE CAN SUCCESSFULLY DEMONSTRATE:

- Proven application of registration and collections skills (including legal familiarity for acquisitions, deaccessions, and rights)
- Strong abilities to make decisions, be self-directing and work independently, and show motivation
- Experience with large collections or high volumes of activity at a medium to large institution (or experience that is comparable)
- Experience in project management, meeting deadlines, and flexible multi-tasking in a fast-paced and sometimes ever-changing environment
- Innovative and/or motivated approaches for collections outreach and providing access to collections
- Experience doing accession research and understanding collections provenance
- Effective communication and cooperation with other museum staff, especially curatorial staff
- Ability to direct registration tasks or make comparable decisions with or in absence of a supervisor
- Strong work with typical artifact numbering problems and problem-solving skills with collections objects
- Ability to adapt strengths and experience to continue, change, or make new procedures
- Familiarity and experience with rights and reproductions and digitization

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

- Master's degree in Museum Studies, History, Art History, Library Science (or related degree) with a minimum of 1 year of full-time experience OR Bachelor's degree with 3+ years of relevant and practical full-time experience
- Extensive knowledge of museum registration processes and standards including applicable laws and ethical codes as set forth by AAM (e.g. Native American Graves Protection and Repatriation Act, tax requirements for charitable donations, AAM's Accreditation Commission's Expectations for Collections Stewardship)
- Collections Management or Registration experience with large collections and projects (100,000+ objects), including management of staff (paid and unpaid)
- Experience handling, packing and shipping of museum objects of a widely varying nature
- High level of proficiency with collections management databases
- Knowledge of conservation practices including the standard agents of deterioration, their effects on different types of artifacts, and how to best mitigate their effects (theft, fire, water, temperature, relative humidity, pests, light, contaminants, etc.)
- Position requires periodic travel by car, van, and truck to storage facilities and museums throughout the state, typically for periods of less than one week in duration
- Experience in project management, meeting deadlines, and multi-tasking
- Effective communication and cooperation with other museum staff, especially curatorial staff
- Sometimes requires lifting heavy objects and working on ladders
- Ability to certify and use of pallet jack, forklift, scissor lift, and other warehouse type equipment

SUPPLEMENTAL INFORMATION:

If you are interested in finding meaningful work in public service, we invite you to consider the State of Colorado. To learn more about working for the State of Colorado and building a satisfying and rewarding career, visit [Welcome to Your Future in Colorado](#).

A pre-employment criminal background check will be conducted as part of the selection process. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from being considered for this position. Should your background check reveal any charges or convictions, it is your responsibility to provide the Human Resources Unit with an official disposition of any charges.

ADAAA Accommodations: Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete the application. To request an accommodation, please contact Dany McCoy (303) 866-2136 or email Dany.Mccoy@state.co.us.

HOW TO APPLY: Please submit an online application for this position at <https://www.governmentjobs.com/careers/colorado>. Reach out to the Department Contact to apply using a paper application, including any supplemental questions. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Online is the preferred method of applying for this announcement.

DEPARTMENT CONTACT INFORMATION:

Dany.McCoy@state.co.us

METHODS OF APPOINTMENT: This position is not part of the classified state personnel system.

DEPARTMENT WEBSITE:
<http://www.coloradohistory.org>

Position #GCA80006.10.22
REGISTRAR
DM

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Registrar Supplemental Questionnaire

- * 1. Define collections access and give examples that support good practices and collections stewardship.
- * 2. Describe an innovative use of Registration skills and how might you apply that to this position?
- * 3. History Colorado staff has been working together in response to the events that happened in 2020 to discuss as an institutional community the ways in which History Colorado can advance the work of anti-racism. These grounding virtues are the result of our collective process. Please go to the link below to see the virtues https://www.historycolorado.org/sites/default/files/media/document/2020/Anti-Racism_Grounding_Virtues.pdf and tells us, how have these guiding principles shown up in

your previous work and /or how would you contribute to these virtues in your position at History Colorado?

* Required Question