

POSITION DESCRIPTION	
POSITION TITLE: Registrar and Collections Manager	REPORTS TO: Museum Director
DEPARTMENT: Museum	PAY SCALE: E-9 \$24,621 -\$39,079 DOQ
POSITION SUMMARY: Responsible for all aspects of registration and collections care; serves as Photo Archivist	
POSITION QUALIFICATION/REQUIREMENTS	
SPECIFIC CERTIFICATION AND/OR LICENSE REQUIREMENTS: NM Class D driver's license, or able to obtain within 30 days of hire	
EDUCATION-MINIMUM REQUIREMENTS: BA in Museum Studies, Museum Administration, History, American Studies or related field, MA preferred.	
EXPERIENCE-MINIMUM REQUIREMENTS: 5 year's full-time employment in a Museum or very similar setting working in registration and/or collections care; 2 years working with museum collections databases and creating catalog records; experience in artifact handling, condition reporting, and conservation practices; experience/knowledge of photographs, textiles, and a wide range of historical and archaeological materials; experience with scanning, image processing, storing images; experience with the AAM accreditation or reaccreditation process, extremely helpful; advanced experience working with PastPerfect, Microsoft Office Suite, Adobe, Acrobat and Bridge or other museum database programs. Familiarity with best practices in the field and proactively keeps up with innovations; basic knowledge of Adobe Photoshop. Knowledge of digitization standards, procedures and best practices. Some familiarity with southwest American history; knowledge of historic preservation.	
ABILITIES-MINIMUM REQUIREMENTS: Impeccable record-keeping; strong interpersonal, organizational, writing, proofreading and analytical skills, with meticulous attention to detail; excellent customer service skills and ability to work with museum staff as well as colleagues at other institutions in securing and granting loans; ability to adhere to best practices for housing and care; ability to serve photo archivist functions; ability to work alone, to supervise volunteers, and work as part of a team with the Museum Director, Exhibits Designer and Museum Educator; ability to exercise discretion and independent judgment.	
JOB DESCRIPTION	
Responsible for all aspects of registration and collections care, and photo archivist duties, to include assessing and updating registration and collections procedures. Enjoys problem solving and organizing both record-keeping systems and collections storage, and remedies registration issues and backlogs. Will be an integral part of a local history museum taking on challenges and contributing to policy and exhibits. Requires involvement in setting long range and short range priorities, preparing for AAM reaccreditation, overseeing collections inventories, collections care, database management with PastPerfect, digitization projects, and grant writing. Responsible for managing multi projects and deadlines. Requires working with the Director and Town Board Facilities Committee in addressing the National History Registry artifact, 1881 H.B. Ailman House. Responsible for all Museum registration functions; collections storage, condition and care; proper artifact handling; rights and reproductions; loans, insurance and all legal matters governing the collection; updating and adhering to collections management, collections care, disaster and emergency policies. Performs other related duties as assigned.	
WORKING CONDITIONS: Office Environment	
PHYSICAL DEMANDS: 1. (H) 2 4 5 6 8 9 12 13	March /2017

Job Vacancy Notice

The Town of Silver City is accepting applications for the position of Registrar and Collections Manager. Responsibilities include: responsible for all aspects of registration and collections care; serves as Photo Archivist. Requirements are: NM Class D driver's license or able to obtain within 30 days of hire; BA in Museum Studies, Museum Administration, History, American Studies or related field, MA preferred; 5 year's full-time employment in a Museum or very similar setting working in registration and/or collections care; 2 years working with museum collections databases and creating catalog records; experience in artifact handling, condition reporting, and conservation practices; experience/knowledge of photographs, textiles, and a wide range of historical and archaeological materials; experience with scanning, image processing, storing images; experience with the AAM accreditation or reaccreditation process, extremely helpful; advanced experience working with PastPerfect, Microsoft Office Suite, Adobe, Acrobat and Bridge or other museum database programs. Familiarity with best practices in the field and proactively keeps up with innovations; basic knowledge of Adobe Photoshop. Knowledge of digitization standards, procedures and best practices. Some familiarity with southwest American history; knowledge of historic preservation; impeccable record-keeping; strong interpersonal, organizational, writing, proofreading and analytical skills, with meticulous attention to detail; excellent customer service skills and ability to work with museum staff as well as colleagues at other institutions in securing and granting loans; ability to adhere to best practices for housing and care; ability to serve photo archivist functions; ability to work alone, to supervise volunteers, and work as part of a team with the Museum Director, Exhibits Designer and Museum Educator; ability to exercise discretion and independent judgment; ability to pass drug and alcohol tests. Applications must be submitted by April 7, 2017 to the Town of Silver City, Personnel Office, 101 W. Broadway, Silver City, NM 88061 or mailed to PO Box 1188, Silver City, NM 88062. The Town's application, complete job description and hiring policy are available at City Hall or www.townofsilvercity.org.