



Job Title	Museum Registrar	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	1	Job Code	17704

Class Specification – Museum Registrar

Summary Statement:	
<p>The purpose of this position is to oversee records management, collections management, and preservation standards for the Colorado Springs Pioneers Museum. This position is also responsible for collection acquisition for three-dimensional artifacts. Registration duties are accomplished by following procedures and best practices for accessioning, data entry, database management, and storage of artifacts. The position interacts with artifact donors and lenders; processes and maintains deed of gift forms and other legal documents; remains current on state and federal regulations relating to collections matters; tracks condition reports for incoming and outgoing artifacts; monitors environmental conditions; maintains collection inventories related to artifact locations; and provides public access to collections and collection records for research purposes. This position assists with exhibitions by locating relevant artifacts and collection records. This position may also assist with public engagement efforts including developing exhibit materials, producing written materials, public speaking, and similar activities.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
20%	Performs functions related to collection acquisition by meeting with the public to evaluate potential donations or purchases; meets with the public to examine and identify objects; serves on the acquisitions committee; makes presentations and lectures to the public or to museum support groups; writes about collection items; and engages public interest in collections, exhibits, and related topics.
60%	Performs collections and records management functions related to accessioning, cataloging, and updating digital and hard-copy collection files; includes assessing the condition of incoming and outgoing artifacts. Maintains photo documentation; records environmental conditions; complies with applicable state and national laws and regulations pertaining to collection items; and maintains collection storage standards, moves objects as needed, and updates location and inventory records.
10%	Performs functions related to database management by creating digital records for archival and artifact collections including text, photos, and scans. Maintains and updates the collections database software; and publishes appropriate records via the museum web site.



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10%	Performs project management functions by overseeing the work of hourly employees, interns, and volunteers; makes recommendations for annual budgets and estimates individual project costs; oversees sculpture maintenance efforts; and participates in developing content for grants.
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Competencies Required:	
Human Collaboration Skills: Work may require providing advice to others outside direct report relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.	
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	

Technical Skills Required:	
Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.	

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.	
Education: Bachelor's degree from an accredited college or university with major coursework in art, history, anthropology, museum studies, or a related field.	
Experience: Three years of full-time museum collection management and registration.	



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Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.	
Forklift Certification	Within 3 months of start date
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised: Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.
Supervision Received: Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility: The job title prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

Physical Demands: Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Several Times per Month
Noise and Vibrations	Several Times per Month
Physical Hazards	Several Times per Month
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Phone, fax, calculator, copier, vehicle, personal computer, printer, and scanner, safety glasses, gloves, hard hat, steel toe boots, rubber gloves, and face mask.
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Specialized Computer Equipment and Software: Microsoft Office and museum collections management software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: October 2014