



Heart Mountain Wyoming Foundation

JOB DESCRIPTION: REGISTRAR

The Heart Mountain Wyoming Foundation (HMWF) is currently seeking candidates for the position of Museum Registrar. The Registrar is responsible for tracking and caring for all collections objects and archives in the care of the HMWF. The Registrar ensures that both internal and external stakeholders can efficiently utilize the collections in a manner that ensures the safety of all objects. This is a full-time position and reports to the Museum Manager. This position may supervise interns and volunteers working in collections. Salary for this position will be between \$32,000 and \$38,000, commensurate with experience and other qualifications.

Strongly Preferred Qualifications:

- Bachelor's Degree in Museum Studies, History, or a related field.
- Two years of experience in museum collections work.

Desirable Qualifications:

- Experience managing ArchivesSpace or a similar collections management database.
- Knowledge of WWII and Japanese American history.
- Ability to read Japanese.

The Registrar is responsible for the below duties:

Collections Care:

- Receive potential acquisitions and review the appropriateness of items to the

- collecting goals of the HMWF. Accession and catalogue accepted donations.
- Recommend deaccession of collection items that do not meet collecting goals.
 - Pack and unpack, process, and condition report all incoming and outgoing artifact loans. Review all outgoing loan requests. Arrange shipping for all loans.
 - Inventory collections and maintain an accurate and accessible collections database. Track locations for temporary custody objects, loaned objects, and new acquisitions.
 - Communicate effectively with lenders, donors, and other interested parties. Complete and maintain all necessary loan and gift paperwork.
 - Monitor and regularly report on environmental conditions in artifact storage and exhibit areas.
 - Monitor condition of objects and archives and make recommendations for cleaning, conservation, and security when appropriate.
 - Organize collections storage areas to provide safe storage and easy access.

Exhibit Development:

- Create safe and efficient packing solutions for traveling exhibits developed by the HMWF. Work with Museum Manager and Communications and Design Manager to draft accompanying guidelines on packing and unpacking, condition reporting, and object handling.
- Work with staff to develop temporary exhibits, suggesting potential objects related to topics and themes.
- Develop and maintain a rotation schedule for objects in the permanent exhibit.
- Assist with the preparation and installation of exhibits, especially where the exhibition of collections objects is involved.

Administrative:

- Work with the HMWF board and staff to develop collections procedures, plans, and policies that reflect best museum standards and practices.
- Assist with the execution and reporting of grants, where applicable. Suggest areas where grant funding is needed to the Grant Writer. Notify the Grant Writer of grant opportunities discovered through professional connections.
- Schedule, monitor, and assist researchers requesting to work with the HMWF collections.

August 21, 2017

Professional Development:

- Represent the HMWF at professional conferences and meetings.
- Establish relationships beneficial to the HMWF with museum professionals from other institutions.

Visitor Services:

- Serve as front desk staff, assisting guests and providing background on the site and museum, approximately 8 hours per week during the on-season. Assist with special events and programs as needed.

The Registrar may also be responsible for other duties, as assigned.

To Apply:

- Submit a cover letter and resume to Dakota Russell, Museum Manager, at dakota@heartmountain.org.
- The application period closes on October 2, 2017.

The Heart Mountain Wyoming Foundation is an “At Will” employer. Employment, compensation, and/or benefits can be terminated, with or without cause, and with or without notice, at the option of either the HMWF or the employee.