

The Valentine Employee Job Description

Position Title: Assistant Registrar¹

FLSA Status: Exempt² / Full-Time

Grant Funded Position: 100% to end June 30, 2024

General Responsibilities: The Assistant Registrar, grant-funded position that primarily supports the Registrar by coordinating the preparation and disposition of items proposed for deaccession from all three curatorial areas (Archives, General Collections and Costume & Textiles Collection) and by conducting general collections management activities. This work will involve inventory and tracking at both on-and off-site locations; data entry using collections management software; records management; conducting object provenance research, managing disposition logistics and supporting the Museum Technician-Deaccession where necessary. The Assistant Registrar's work is conducted in accordance with the museum's official Collections Management Policy, adhering to the code of ethics advised by the American Alliance of Museums.

Reporting Supervisor: Collections Project Manager/Registrar

Positions Supervised: none

Physical Demands: The Assistant Registrar must be able to use a telephone, computer keyboard and mouse; reach with hands and arms, speak for extended periods of time and listen. The employee is frequently required to walk and sit, as well as to lift and carry objects such as objects, boxes, books and files weighing up to 40 pounds; work within confined spaces; feel comfortable on a ladder; work around dust and mildew. The Assistant Registrar is occasionally required to stand, stoop or kneel. Specific vision abilities required by this position include close vision and the ability to focus. The physical demands described here are representative of the requirements that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Core Responsibilities and Duties:

1) Registration

- a) Manage deaccession transfer files through final disposition
- b) Prepare required disposition paperwork for final disposition

¹ DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

² FLSA stands for the Fair Labor Standards Act, which was enacted by Congress in 1938 and is under Federal Wage and Hour statutes. The Fair Labor Standards Act uses the terms exempt and nonexempt to describe work that is included (nonexempt) or not included (exempt) in the Act's overtime and record-keeping provisions. The Act requires that overtime (payment for hours worked in excess of 40 hours in one week) be paid to employees performing nonexempt work.

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- c) Assist with verification of legal status of objects
- d) Responsible for reconciling object status changes in all object record systems
- e) Collaborate with Registrar to update registration and collections management policies and procedures
- f) Conduct integrated pest management and assist with environmental monitoring
- g) Implement institution's security procedures
- h) Keep up-to-date on current laws, practices and policies
- i) Member of Collections Team and attends meetings as needed
- j) Other duties as assigned

2) Collections Management

a) Object Handling and Preparation

- i) Locate objects approved for deaccession and prepare for final disposition
- ii) Coordinate and prepare objects according to Deaccession cycles and disposition locations
- iii) Develop and maintain deaccession box lists
- iv) Oversee museum cataloging number removal process via approved conservation techniques
- v) Oversee packing of objects per disposition requirements using appropriate methods and techniques

b) Database and Electronic Records Management

- i) Update database records with all relevant tracking information and photography where needed
- ii) Maintain and update the Disposition Log with relevant information
- iii) Create reports for deaccession tracking and collections management
- iv) Gather metrics for interdepartmental reporting

c) Offsite Location

- i) Conduct general collections management at off-site facility
- ii) Bi-weekly facility check for environmental and safety hazards
- iii) Manage off-site deaccession processing space

d) Final Disposal

- i) Coordinate objects for witness destruction including generating required paperwork
- ii) Assist Registrar in coordinating transfers to auction and institutions

Qualifications: The Assistant Registrar must be highly organized, detail-oriented and have the ability to manage multiple tasks. The Assistant Registrar must possess a BA or higher in history, art history or museum studies, and must have a minimum of one year of collections management experience.