

The Valentine Employee Job Description

Position Title: Collection Project Manager/Registrar¹

FLSA Status: Full-Time Permanent Exempt²

General Responsibilities: The Collection Project Manager/Registrar is responsible for managing the Valentine's holdings during a capital project renovation of the museum's storage and workspaces. In addition to capital project duties, the Collection Project Manager/Registrar is responsible for maintaining and updating the repository of records (digital and analog) documenting the location and legal status of all objects owned, borrowed by, or otherwise in the custody of the museum.

During the multi-year capital project, the Collection Project Manager/Registrar will oversee the temporary storage, return, and rehousing of the museum's 1.6 million object collection (Archives, General Collections and Costume & Textile Collection).

Ultimate responsibility for the care of the collection, as well as the museum's legal rights and liabilities regarding collection objects rests with the Project Manager/Registrar. The position is the central control point for the movement of all objects both on and offsite. The Project Manager/Registrar's work is conducted in accordance with the museum's official Collections Management Policy, adhering to the current Code of Ethics advised by the American Alliance of Museums.

Reporting Supervisor: Director of Collections

Positions Supervised: Temporary capital project staff (Assistant Registrar and Museum Technician-Deaccession)

Core Responsibilities and Duties

I. Capital Project Management

- With Director of Operations and Capital Projects, curatorial staff and outside contractors, develops renovation plan for storage and workspaces.
- Supervises Assistant Registrar and Museum Technician-Deaccession
- Tracks and monitors the Valentine's collection while located off-site.

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. An exempt employee is not paid for overtime hours worked. There are three categories under which an employee may be considered exempt. They are administrative, executive, and professional. These categories generally define an exempt employee as one who customarily and regularly exercises discretion and independent judgment in the performance of his/her duties.

- Works with Director of Operations and Capital Projects and curatorial staff to oversee the renovation of storage and workspaces.
- Oversees the reinstallation of the Valentine's collection to newly renovated storage spaces.

II. Registration

- Oversees the care, management, receipt, accessioning, and documentation of objects acquired for the Museum's collections, adhering to current industry standards and best practices.
- Ensures the safe handling and security of the collection by overseeing and managing the movement, storage, and disposition of objects.
- Conducts regular inventories of the collection.
- Responsible for collections management of exhibition and collection storage spaces. Manages environmental monitoring and integrated pest management programs.
- Develops, monitors, projects and oversees the registration budget. Advises on Collections departmental budget and Fine Arts schedule in conjunction with Finance department.
- Responsible for upholding museum best practices as it relates to all departmental procedures and activities. Regularly reviews and updates collections management policies and procedures in accordance with new guidance
- Manages incoming and outgoing loans and temporary exhibitions, including development of loan agreements, adherence to exhibition contracts, condition reporting, photo and archival documentation, and related cataloguing information. Oversees all shipping arrangements, including the coordination of packing, unpacking, and crating of objects. Coordinates couriers from the Museum, lending, and borrowing institutions. Supervises and administers the coordination of insurance on incoming and outgoing loans. Processes liability and damage claims.
- Manages several large scale programs for the museum:
 - A. Deaccessions and Title Verification
 - Oversees deaccessioning of objects from the collection according to the Collections Management Policy, as required. Documents the deaccessioning process and manages disposition logistics of objects removed from collection, including transfers, sale and witnessed destruction. Ensures compliance with State, Federal, and International laws and treaties.
 - Works to ensure the Museum has clear title to works in its collection and manages title claim process for found-in-collection items and according to Virginia state law
 - B. NAGPRA
 - Ensures the museum's compliance with NAPGRA legislation, including timely compliance and submittal of collection

summaries, responding to tribal inquiries, arranging for consultation appointments and coordinating repatriation of objects.

- Oversees and manages Re:discovery's *Proficio* collections management system. Ensures the accuracy and completeness of collections records and recommends data standards.
- Conducts staff training and annual data audits to ensure compliance with accepted guidelines and procedures.
- Manages public online portal to database through the Valentine's institutional website.

III. Other

- Attends Board Collections Committee meetings and Board Meetings
- Commits to providing excellent service to internal and external customers.

Physical Demands: The Collection Project Manager/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 Collection Project Manager/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.

Qualifications: The Collection Project Manager/Registrar must be organized, detail-oriented and have the ability to manage multiple tasks. The Collection Project Manager/Registrar should possess an MA in history, art history museum studies or related field and should have a minimum of five years of museum registration or collections management experience. Experience using Re:discovery's *Proficio* collections management database system is preferred.