

MUSEUM REGISTRAR

DEFINITION

Under supervision, create, organize and maintain orderly forms, legal documents, files and retrieval systems associated with the following; acquisitions, accessioning, de-accessioning, cataloging, loans, shipping, inventory, storage and insurance. Facilitates borrowing and lending objects, including handling and packing of objects. Interacts with public on constant basis, performs duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a specialized technical class responsible for performing a variety of assistance at the Plumas County Museum. Responsibilities include performing special projects, office management, general clerical and receptionist duties.

REPORTS TO

The Museum Director. In absence of Director , reports to the Assistant Director.

CLASSIFICATIONS DIRECTLY SUPERVISED

May provide lead direction to volunteer and part-time staff.

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EXAMPLES OF DUTIES

- Process County claims, maintain and inventory office supplies.
- Manages reception counter, answers phone, assists visitors by providing general information.
- Composes letters, takes dictation.
- Organizes, files and retrieves business and historical records.
- Operates PC, copy machine, and other office equipment as necessary.
- Assists with acquisition, identification, organization and disposition of donated artifacts.
- Cleans artifacts, frequent light cleaning of facility.
- Conducts and supervises limited historical research for public.
- Assists with organization and execution of special events.
- Assists with the security, housekeeping and general maintenance of the museum and grounds.
- Works with volunteers and part-time staff.
- Performs other duties assigned by the Director or Assistant Director.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods, frequent stand and walk, normal manual dexterity and eye-hand coordination; stoop, kneel, bend to pick up or move objects; normal manual dexterity; corrected hearing and vision to normal range; strong verbal and written communication skills.

TYPICAL WORKING CONDITIONS

Work is performed primarily in office setting with some exposure to varying degrees and dust. Almost constant contact with staff and public.

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DESIRABLE QUALIFICATIONS

KNOWLEDGE OF

- California and Plumas County history
- Various database programs, particularly Past-perfect cataloging systems, scanners, digital imaging and record keeping.
- Public and community relations
- Maintenance of filing and information retrieval systems
- Objectives, organization and policies of the museum
- Standard museum accessioning practices; acquisition systems

ABILITY TO

- Perform a variety of assistance with museum development and operation
- Institute the principles and practices of historical research, restoration, and preservation of artifacts.
- Learn the principles and practices of historical research, restoration, and preservation of artifacts
- Gather, organize, analyze, and accurate records and reports
- Establish and maintain cooperative working relationships
- Work closely with the public, answer visitor inquiries, direct them to other sources of information
- Operate computer, office equipment, automobile

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TRAINING AND EXPERIENCE

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

B.A. in museology, anthropology, history, or a related field **OR** two (2) years experience working with museum programs including experience in the cataloging and registration fields (manual and electronic), clerical duties, general office administration.

SPECIAL REQUIREMENT

Possession of a valid driver's license at time of application and possession of a valid California Drivers License by time of appointment. The valid California Drivers License must be maintained throughout employment.