

## **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.

## **MUSEUM REGISTRAR – 2**

### **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.

## **MUSEUM REGISTRAR – 3**

### **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

## **MUSEUM REGISTRAR – 4**

### **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.