

DESCRIPTION: Under limited supervision, coordinates incoming and outgoing loans and accessions; catalogs and maintains records of accession, condition, and location of objects in museum collection; coordinates the movement, packing, and shipping of objects in accordance with the museum's guidelines, policies, rules, and regulations; performs varied administrative, technical, and/or program support work; performs related work as required.

DISTINGUISHING CHARACTERISTICS: (A position may be assigned to this class based on the scope and level of work performed as outlined below.)

N/A

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all duties that may be assigned.)

Maintains location and inventory records.

Accessions collections, creates deeds of gifts, and corresponds with donors.

Periodically reviews and evaluates registration and cataloging procedures to maintain applicability, consistency, and operation.

Oversees handling, packing, movement, and inspection of all objects entering and leaving the museum.

Composes concise descriptions of objects for catalog records.

Coordinates incoming and outgoing loans for the Collections Division.

Keeps collections records up-to-date.

Supervises volunteers and work-study students.

Manages Integrated Pest Management program and environmental monitoring.

Assists with exhibit installations.

Assists with research requests and behind the scenes tours.

KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: Accessioning and loan procedures, cataloging methods for museum artifacts; Nebraska history; museum collections management procedures; computerized database systems; principles and practices of the proper handling, cataloging, packing, and storage of museum collections; labeling and cataloging techniques and inventory methods; summarize technical data and conclusions of research and monitoring activities into reports; interpret and apply oral and written instructions, administrative policies, and guidelines.

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Ability to: research and describe objects; label and store objects; maintain accurate records; communicate to all levels both orally and in writing; take initiative in planning own work and guiding the work of others; lift and carry up to 30 pounds.

Skill in: computer operations to include collections management databases; photography; typing and filing; writing.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

Bachelor's degree in History or closely related field such as: Education, Museum Studies, Geography, or Anthropology AND two years of experience in a museum setting.

SPECIAL NOTES:

Some positions in this class may require possession of a valid driver's license or the ability to provide independent authorized transportation.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).