



Job opening: Collections Manager/Registrar

The Brinton Museum connects the past, present and future of the American West through its historic Quarter Circle A Ranch, Fine Art, and American Indian Art Collections.



POSITION SUMMARY: As a key member of the Curatorial team, the Collections Manager/Registrar oversees all aspects of safeguarding and managing the permanent collections, including many Native American objects, and loan objects. The Collections Manager/Registrar develops and refines record keeping systems, establishes new records, develops and enforces protocol for access, storage, transport, and all movement of objects. This role coordinates complex collections and loan projects in partnership with Curatorial staff, across departments, and in consultation with the museum's American Indian Advisory Council and other indigenous community representatives.

ESSENTIAL DUTIES AND FUNCTIONS:

- Tells the Museum's story, comprehends its mission, participates in programs and events, and makes connections with the museum's patrons to answer their questions and elicit their feedback. Interacts with other members of the museum's staff to share information and to collaborate to achieve the museum's strategic objectives.
- Manages ongoing NAGPRA compliance coordination in partnership with tribal offices
- Works with American Indian Advisory Council and with tribal communities in caring for historic Native American art and belongings
- Ensures that the computerized record-keeping system is up to date and backed up
- Establishes a system for conducting regular collection inventory
- Evaluates, updates, and implements the museum's Disaster Plan and Collection Management Policy.
- Manages photography requests and image use for publications
- Completes condition reports on all incoming and outgoing objects, including accessioned and unaccessioned objects and objects on loan.
- Prepares deeds of gift, loan forms, shipping and receiving receipts, and all other necessary paperwork pertaining to the movement and ownership of works borrowed or in the permanent collections. Maintain communications with artist, donors, and lenders relating to these records
- Coordinates logistics related to the dispersal and transfer of deaccessioned objects and property
- Assigns accession numbers and establishes permanent records and files for all new acquisitions
- Maintains order of museum library
- Assumes proper packing, shipping, and insurance for all artworks entering or exiting the museum; maintains their written and visual condition reports
- Monitors art storage and exhibition spaces for temperature/humidity, environmental hazards, safety, cleanliness, and ongoing maintenance concerns

- Maintains and regularly updates the museum's facilities report, and maintains an accurate up-to-date inventory of the collection and all object locations
- Consults with conservators and constructs object display mounts
- Improves art storage organization and mounts as deemed necessary
- Oversees special handling protocol and access to culturally sensitive objects
- Oversees integrated pest management
- Assists with special events and programs as needed
- Performs all other related duties as assigned by management. *

** These tasks do not meet the Americans with Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.*

DESIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree required in museum studies, art, art history, or related field
- Master's degree or higher in museum studies, collection management or related field preferred
- Three years professional experience in registration or collections management work preferred

QUALIFICATIONS AND SKILLS:

- Direct experience in collections management
- Experience coordinating fine art shipping and loans
- Experience caring for Native American collections
- Trained and skilled object handler, with working knowledge of best practices, materials, and preservation techniques
- Strong interpersonal skills and flexibility
- Skilled in digital photography
- Computer literacy with proficiency with PastPerfect, Microsoft Office, Google Suite, and photo programs
- Exceptional attention to detail and organization
- Multi-tasking skills
- Self-starter

COMPENSATION AND BENEFITS:

- Annual salary \$58,000 to \$68,000 based on qualifications
- Employee discount to Bistro and Museum Store
- Health Insurance
- 401K plan with 4.5% matching from employer
- Paid time off

***Qualified candidates please email cover letter and resume to
recruitment@thebrintonmuseum.org
To learn more about The Brinton Museum go to thebrintonmuseum.org***