



NATIONAL
MEDAL of HONOR
MUSEUM FOUNDATION

JOB DESCRIPTION

Job Title:	Collections Manager & Registrar
Department:	Research, Exhibits, and Collections
Reports To:	Curator and Vice President of Exhibits & Collections

Location:	Museum
FLSA:	Exempt
Status:	Full-Time

Job Summary:

The National Medal of Honor Museum is seeking a detail-oriented and dedicated Collections Manager and Registrar to serve as a critical steward of the Museum's growing collection of artifacts, archival materials, and objects connected to the stories of Medal of Honor recipients. This position plays an essential role in preserving the physical and historical integrity of the collection while ensuring that each artifact is thoughtfully documented, properly cared for, and accessible for future generations. Through careful collections management, preservation, and stewardship, this position helps safeguard the tangible history entrusted to the Museum by Medal of Honor recipients, their families, donors, and partners.

The Collections Manager and Registrar also plays an important role in advancing the Museum's mission to educate and inspire by increasing access to the collection and supporting the work of Curatorial, Education, and other Museum teams. They will lead in our continued efforts to transform individual objects into resources that can deepen understanding of the courage, sacrifice, commitment, integrity, citizenship, and patriotism represented by the Medal of Honor. The successful candidate will bring a high level of care, organization, curiosity, and professionalism to the stewardship of these important collections and the stories they represent.

Essential Functions

- Being the caretaker of the museum's growing artifact collections. This work will include the accessioning of artifacts, cataloging, maintaining inventories, creating archival housing for items, and maintaining both physical and digital records.
- Ensuring proper care and preservation of the museum collections by managing the museum collections storage areas, environmental conditions data and analysis, and curatorial housekeeping.
- Overseeing all paperwork for incoming and outgoing artifact donation and loan agreements with external partners, Medal of Honor recipients, and Medal of Honor families.
- Consulting with Curatorial and Education teams to identify and prioritize artifacts and records that need additional research.
- Increasing access through digitization of the collections according to established procedures, standards, and best practices
- Creating digital surrogates of cataloged items through scanning or photography
- Identifying and flagging objects in need of further attention including condition reports, digitization, housing, or research.
- Enhancing and maintaining existing catalog records to provide additional contextual, descriptive, and administrative information.
- Representing the National Medal of Honor Museum and its collection at key events within the community or during private events as needed.
- Participating in curatorial meetings and activities.
- Other duties and tasks as assigned.



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Required Skills & Abilities

- Exceptional attention to detail and organizational skills with the ability to manage competing priorities, deadlines, relationships, and confidential matters.
- Excellent written and verbal communication skills, including the ability to draft polished correspondence and professional materials.
- Strong interpersonal skills and the ability to establish credibility and positive working relationships across departments
- Ability to anticipate needs, work independently, solve problems, and take initiative without requiring extensive direction.
- Strong project coordination and relationship management skills.
- Proficiency with Microsoft Office Suite, including Outlook, Word, Excel, PowerPoint, Teams, and related technology.
- Ability to work effectively in a fast-paced, dynamic nonprofit environment and adapt to changing priorities.
- Ability to travel occasionally to inquire about new artifacts for the collection, foster relationships with industry partners, or to represent the Museum.

Education & Experience

- Bachelor's degree required in history, anthropology, museum studies, American studies, or related field required.
- Master's degree in History, Museum Studies, Anthropology, Public History, or related program highly preferred.
- Minimum of 2 years of experience in collections management, registration, or related museum role.
- Demonstrated experience with object handling, preservation, and collections documentation from acquisition to object/archival long-term care
- Experience working with museum collection management databases
- Knowledge of American history and the history of the Medal of Honor

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Ability to attend and support meetings, events, donor engagements, and other Foundation activities that may require extended periods of standing or walking.
- Must have adequate visual acuity, ability to grasp and handle objects.
- Must be able to lift a minimum of 30 pounds; 50 lbs+ when working with assistance

Pay and Benefits

Competitive salary range of \$70,000 - \$80,000 annually, commensurate with experience, and a generous benefits package that includes medical, dental, vision, life and disability insurance, paid vacation, and 401k plan. Relocation allowance is also available.

The National Medal of Honor Museum Foundation is an Equal Opportunity Employer. The Foundation's leadership is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and access to facilities and programs.