

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Curator Of Collections/Registrar

UNION:231

CLASSIFICATION: Museum Curator

SG: S-8

CS:N

DEPARTMENT: Museum

FLSA:N

EEO4CODE:PR

JOB SUMMARY:

Responsible for care, preservation, security and storage of Museum's history, art, ethnography and textile collections. Responsible for creating, organizing and maintaining all records relating to the permanent collection and records relating to incoming and outgoing artifact loans. Supervises Registration Secretary and Collections staff. Directs some special projects relating to Collections.

SUPERVISORY RELATIONSHIP:

Reports to Museum Director. Serves as member of Department management team. Supervises technical and support staff, interns and volunteers, and staff performing curatorial or registrational duties.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Manages and provides proper care, preservation and storage of Museum's history, art, ethnography and textile collections. Develops and implements procedures for identifying, researching and cataloging objects. Serves as part of Collections Committee to consider acquisitions and deacquisitions. Seeks out new acquisitions. Assigns and supervises work of Collections staff, special projects staff, curatorial interns and volunteers. Recruits and trains curatorial and cataloging volunteers. Prepares written instructional materials for staff, students or volunteers.
2. Responsible for developing, organizing and maintaining all records of permanent collections relative to care, identification, location and custody of objects. Supervises or reviews all accession, donor contact, title documents, cross reference and collections retrieval records. Maintains staff research library, periodical library and information files. Supervises the Collections Curatorial Technician and other staff, interns or volunteers performing registrational duties.
3. Responsible for coordinating and documenting aspects of borrowing and lending objects to and from other institutions or individuals for exhibits and other uses. Duties include responsibility for loan forms, condition reports, insurance forms and coverage, shipping forms and procedures, U.S. and foreign customs forms and procedures. Assists in staff and public access and utilization of collections for research or exhibit. With Education Coordinator, maintains school loan exhibits.
4. Makes recommendations to Museum Director for budgetary requirements of collections, preservation and storage efforts.

- 5. Directs special or grant funded projects and supervises related staff.
- 6. May have responsible charge for Museum during Director's absence.
- 7. Makes presentations to public in areas of specialty and collections care. Attends and represents Museum at professional conferences, workshops or regional meetings.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- A working knowledge of preservation, care, handling, storage and security of collections.
- Knowledge of collection management techniques, museum methodology, cataloging systems, insurance and customs procedures.
- Informed of ethical, legal and technical matters relating to art history and ethnographic objects.
- Knowledge of sources of current knowledge of these fields.
- Management skills including leadership and supervisory skills, problem analysis and decision making, planning and organizing, interpersonal sensitivity, management control, adaptability, flexibility, stress tolerance and time management.
- Excellent oral communication skills for working with a diversity of personnel, groups and individuals.
- Good writing skills and the ability to communicate in English.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical requirements of the job include:
 - o Frequently -
 - traversing up and down stairs, and reaching overhead
 - o Occasionally -
 - moving or carrying up to 30 pounds of equipment, supplies or objects of art,
 - gripping items, traversing low to the ground, maintain a stationary position,
 - balancing and pushing/pulling materials or pieces of art,
 - working in small spaces or close to ground, ascending/descending ladders and twisting the body while packing, unpacking and placing objects of art or materials.
 - o Requires the normal repetitive motion activities associated with performing office tasks in a temperature controlled office environment. These include:
 - the use of telephone, computer keyboarding, use of copiers, fax machines, etc.
 - far and near distance visual perception.
 - o Requires the ability to operate an automobile.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Master's degree in art, art history, history, anthropology or museum studies.
- Three years of museum experience.

PREPARED BY: Janis Olson
George Thomas
10/84

REVIEWED BY: _____
Patricia Leach
Museum Director

REVISED BY: Livesay/KH

LMcG-S/P. Leach
12/09