

Museum Job Function

Museum Registrar Services Job Family

Level	Function/ Roles	Experience & Education (Minimum Required)	Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
55 E* or 55 N	Museum Registrar I	Bachelor's degree in specialty area 2+ years of relevant experience Ability to communicate in one or more foreign languages preferred	<ul style="list-style-type: none"> • Registers incoming and outgoing temporary loans including packing, shipping, customs, insurance and legal documents • Manages in-house & loan exhibitions as assigned • Manages outgoing loan requests including preparing agendas, reviewing/maintaining facility reports, coordinating loan requirements, preparing correspondence & loan contracts. • Schedules weekly transits, gallery changes, office installations and connoisseurship exams as necessary • Travels with objects and other bodies of work and is responsible for same when in his/her care • Assesses condition of artwork/objects, produces condition reports, and consults with conservators as needed • Conducts periodic collections inventories • Prepares acquisition agendas for curatorial meetings; documents and records approved acquisitions 	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Provides registrar work for a museum</p>	<p>RECEIVED: Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN: Individual Contributor: Works independently or as part of a team to achieve results.</p>

**Exemption status is determined by FLSA testing*

NOTE:

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion
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