

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
56 E	Museum Registrar II	<p>Bachelor's degree in art history or specialty area</p> <p>3+ years of relevant experience</p> <p>Ability to communicate in one or more foreign languages preferred</p>	<ul style="list-style-type: none"> • Responsible for organizing, tracking and coordinating the movement of art within HUAM, the University and world-wide. • Manages periodic collections inventories • Acts as primary contact for assigned areas (e.g., collections database, University loans); Resource for donors, lenders, curators, exhibitions, conservation and administrative staff. • Creates and maintains University Loans budget & exhibition budgets. • Manages outgoing loans and exhibitions, including coordination of budget, insurance, packing and shipping arrangements 	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Provides advanced 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>

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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