

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
57E	Museum Registrar III (Collections Manager)	Bachelor's degree in specialty area 5+ years of museum registrarial experience	<ul style="list-style-type: none"> • Responsible for the development and enforcement of the museums collections policies and procedures • Monitors deaccession procedures in compliance with museum collection management policies • Responsible for collections management database • Negotiates with outside vendors and internal service providers • Supervises and directs collections information staff • Develops and manages budget • Serves as a liaison with the Office of the General Counsel, Recording Secretary of Harvard University & Harvard Management Inc. • Manages safe movement and storage of permanent and loan collection. 	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Provides comprehensive collections management for a large, specialized collection</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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