

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
58E	Museum Registrar Management I	Bachelor's degree in specialized area 7+ years of museum registrarial experience Certificate in Museum Studies Preferred Supervisory experience required	<ul style="list-style-type: none"> • Responsible for collection maintenance and overall record management • Manages varied complement of collection activities including but not limited to: exhibitions, loans. • Responsible for coordinating & preparing exhibition contracts • Negotiates with vendors (insurance, shipping, off-site storage) • Manages and creates project and department budgets • Lead supervisor in absence of Registrar Director • Directly supervises Registrars 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages the registrar function for a large, specialized collection with department wide responsibility</p>	<p>RECEIVED: Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion</p> <p>GIVEN: Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p> <p style="text-align: center;">AND/OR</p> <p>Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</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 HUCTION due to job content, grade and/or a Confidential / Supervisory exclusion
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