

Senior Museum Registrar & Collections Manager

The Staten Island Museum seeks an energetic qualified Museum Registrar & Collections Manager to bring us to the next phase of our exciting future as we expand to historic Snug Harbor Cultural Center. The Registrar/Manager will be responsible for the care of the collection and manage the records for the collection. This position reports to the Director of Programs.

Responsibilities

Coordinate three separate collections areas: **science, history and art** for implementation of a unified database using Past Perfect software.

Manage Collection Documentation:

- Incoming/outgoing loans and Condition Reports
- Deeds of gifts, bequests and donations
- Catalogue & Accession Worksheets
- Monitor and maintain insurance documents for the collection and loans.
- Prepare documentation and provenance for new accessions and research documentations for de-accessioning and facilitate seasonal Collection Committee meetings.
- Maintain all paper files: Artists, Donors, and Accession Folders.
- Maintain museum disaster plan and facility reports.
- Manage and facilitate future steps in completing the Museum Assessment Program, in preparation for accreditation from A.A.M.

Manage Care of Collection:

- Evaluate and monitor storage conditions, keep records of RH & Temperature
- Assist Curators & Director in the creation of a long-term Collections Plan
- Responsible for the handling and care of the art collection and loaned art objects.
- Facilitates and recommends conservation and repair of objects.
- Manage volunteers/interns working on collection projects: handling, research, and digitizing data.

Work as a Team Member to:

- Install exhibitions, in particular creating object label copy and proper installation.
- Provide information about the Art collection for research and educational inquiries.
- Create grant proposals regarding the collection

Qualifications

- B.A. from an accredited University with a major in academic area relevant to the Institute's Collections of art, history, and/or science; also a M.A. in Museum Studies or Library Sciences strongly preferred.
- Minimum of 3-years museum experience in working with Collections
- Detail oriented with strong record keeping skills and knowledge of collections database system (pref. Past Perfect)
- Valid Drivers license

Benefits include 401K Savings Plan, Pension and health benefits.

Send letter of interest to: Staten Island Museum, 75 Stuyvesant Place, Staten Island, NY 10301

Short Version:

Senior Museum Registrar & Collections Manager

Maintain diverse museum collections inventory, insurance, storage organization, monitoring, unpack/install objects for exhibition, maintain collections database, work w/ contractors, oversee and train collection interns and volunteers, manage incoming/outgoing loans and condition reports, answer inquiries re: art collection, write collection grant proposals.

Requires: Love of all collection objects, organized team player, attention to detail, project management skills, correspondence letter and contract writing skills, MA/MS museum studies, knowledge of archiving principles, museum registration methods, collections database system (Past Perfect), valid drivers' license, pref. 2-4 yrs registration exp.

Resume/ltr/3 refs

Fax or mail resume and letter of interest to, Staten Island Museum, 75 Stuyvesant Place, Staten Island, NY 10301, fax # (718) 273-5683