

Job Description

Job Title: Associate Registrar

Summary:

MIM seeks a highly motivated individual to fill the position of Associate Registrar. The successful candidate will participate in all aspects of registration and collections functions for MIM as it continues to build and manage an outstanding global collection of musical instruments. This position reports to the Registrar and works closely with other departments, including Conservation, Curatorial and Exhibits.

The Associate Registrar is a full-time regular position and includes benefits. Salary is commensurate with experience.

Primary Responsibilities:

- Create and maintain comprehensive records for MIM's collections; Acquisition, Permanent, Performance and Education.
- Input and update data into MIM's TMS collection database. Assist with general museum-wide support for TMS users.
- Prepare and manage all Loan Agreement documentation and transport processes for incoming and outgoing loans with both institutions and private lenders.
- Oversee the packing, crating and shipping of incoming acquisitions/loans from every world region. Assist with the preparation of all necessary information relating to customs documentation for international shipments, including CITES and other permits.
- Negotiate financially optimal arrangements for crating and carrier bookings.
- Assist in both routine and specialized care, maintenance and inventories of object storage areas.
- Monitor environmental conditions to safeguard and preserve the collections.
- Schedule and supervise MIM volunteer team members within the department as needed.

Qualifications:

- M.A. degree in Museum Studies preferred. B.A. in Museum Studies or related field will be considered based upon accumulated and related work experience.
- Knowledge of accepted standards and practices for museum registration and collections management.
- Experience with a collections management database, vocabulary-controlled data entry and cataloguing standards. Familiarity with TMS is preferred.
- Proficiency in Microsoft Office and other database management software.
- Familiarity with basic conservation concepts, procedures and terms.
- Strong organizational, writing and interpersonal skills.
- Ability to problem-solve and work independently in a high performance, team-oriented culture.
- Some travel may be required.
- Ability to lift 50 pounds and climb a step ladder.
- Valid driver's license.

To apply click on the link below:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&cclId=19000101_000001&jobId=254531&source=CC3&lang=en_US