Job Title: Associate Registrar

The Mission of MIM:
The Musical Instrument Museum (MIM) enriches our world by collecting, preserving, and making accessible an astonishing variety of musical instruments and performance videos from every country in the world. MIM offers guests a welcoming and fun experience, incomparable interactive technology, dynamic programming, and exceptional musical performances. MIM fosters appreciation of the world’s diverse cultures by showing how we innovate, adapt, and learn from each other to create music—the language of the soul.

Job Purpose:
The associate registrar 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 Curatorial, Conservation, and Exhibits.

Primary Responsibilities:
- Create and maintain comprehensive records for MIM’s collections. Assist in managing accession and deaccession processes and records.
- Input data into and update data in 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 institutions and private lenders.
- Oversee the packing, crating, and shipping of incoming acquisitions and 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 with routine and specialized care, maintenance, and inventories of object storage areas and records.
- Help monitor environmental conditions to safeguard and preserve the collections.
- Schedule and supervise MIM volunteer team members within the department as needed.

Qualifications:
- Master’s degree in museum studies preferred, or museum collections management 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 solve problems 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

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

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