

# Museum Registrar/Collections Manager



**INCUMBENT:** Vacant  
**REPORTS TO:** Museum Curator  
**LOCATION:** Bowling Green, KY  
**STATUS:** Full-time, Exempt  
**DATE:** Open until filled

**TO APPLY:** Please email a cover letter and résumé to [HR@corvettemuseum.org](mailto:HR@corvettemuseum.org).

---

## DESCRIPTION

The Museum Registrar/Collections Manager will be responsible for all aspects of registration and collections management for the NCM as it continues to grow a unique collection of artifacts and archives pertaining to Corvette history.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Create and maintain comprehensive records of the NCM collections, both three-dimensional and archival, including accessions, deaccessions, location tracking, and incoming/outgoing loans.
- Monitor environmental conditions in exhibit galleries and storage areas to safeguard collections.
- Work directly with Museum Curator to develop collections management standards, policies, and procedures.
- Oversee collections inventories within exhibit and storage areas and assist in any specialized care or maintenance of collections within exhibit and storage areas.
- Maintain knowledge of, and compliance with, ethical and legal standards related to museum collections and registration.
- Manage the NCM's collection database, PastPerfect.
- Aid in exhibit planning, installation, and deinstallation within NCM galleries.
- Responsibilities are not all inclusive, additional duties may be assigned.

## EDUCATION/EXPERIENCE

- Bachelor's degree in museum studies, history, public history, or related area of study.
- Minimum of five years of related work experience.
- Experience with archival collections preferred.

## QUALIFICATIONS

- Strong knowledge of, and commitment to, non-profit museum best practices.
- Commitment to continued learning in collections management and registration fields.
- Knowledge of collection database systems, preferably PastPerfect, and environmental monitoring equipment.
- Well-organized and self-directed individual who is a team player.
- Strong work ethic and unquestioned personal and professional integrity.
- High level of commitment to team and company values.
- Strong attention to detail, establishing priorities, and meeting deadlines.
- Possess effective written and oral communication skills.

- Demonstrated ability to manage collection moves both for storage and for exhibition.
- Demonstrated ability to work with curator and donors to ensure donations are handled smoothly and efficiently.
- Excellent time management and organizational skills.
- Willing to travel as needed.
- Valid state driver's license required.

### **ESSENTIAL PHYSICAL REQUIREMENTS**

- Ability to walk, sit, and/or stand for extended periods of time.
- Ability to function in physical positions such as standing, stooping, bending, turning, twisting, walking, kneeling, squatting, and climbing ladders.
- Ability to lift and carry up to 30lbs on a regular basis.
- Ability to work indoors, outdoors, and within storage facilities in various weather conditions and temperatures.
- Ability to operate computer and other equipment in the office.
- Must have sufficient mobility to move around the Museum and the community.