



Senior Registrar and Archivist Allen County Museum and Historical Society

Description of Organization:

The Allen County Museum and Historical Society (Allen County Museum), located in Lima, Ohio, is a campus consisting of the main museum, a historic Victorian mansion and carriage house dating to 1893, an 1848 log house, and the Annex and collection storage building. Established in 1908, the museum has existed as the cultural center of the community for one hundred and fifteen years. The main museum remains free to the public and focuses on the community's rich history. As the only Ohio county museum accredited by the American Alliance of Museums, the museum cares for over 250,000 archival and material artifacts that tell the story of the region and Ohio.

Position Summary:

The Allen County Museum is seeking a full-time Senior Registrar and Archivist. The Senior Registrar and Archivist directs all registration and collections management activities for the Museum and Archives.

The Senior Registrar and Archivist (SRA) reports directly to the Museum Director. He/she will provide expertise, leadership, and management of the staff and initiatives related to ACM's collections and their uses in research and public engagement. Under general guidelines as determined by the Museum Director, the SRA is accountable for all aspects of the care, preservation, and cataloguing of over 250,000 items in the permanent collection and the library archives. The SRA oversees logistics and documentation for incoming donations and acquisitions of works, outgoing loans of permanent collection objects, and research of archives. The SRA will be instrumental in developing a strategic 21st century vision for collections care and access at ACM, with focus on facilities improvements, policy and protocols, digital infrastructure, and digitization.

Requirements

EDUCATION & EXPERIENCE

- Bachelor's degree in museum studies, art, public history, history, or another appropriate field. Master's degree preferred.
- Three or more years of experience as a Museum Registrar/Collections Manager or equivalent in education, training and experience.
- Working knowledge of American Alliance of Museum's Code of Ethics as well as the Collecting Guidelines for Museums.
- Experience directing work of staff and volunteers.
- Intermediate skills working with collection management information database systems.
- Skill in document conversion and using word processing applications as well as other office software systems.
- Excellent time management and organizational skills.

LOCATION: Lima, Ohio

POSITION TITLE: Senior Registrar and Archivist

COMPANY NAME: Allen County Museum and Historical Society

DBA: Allen County Museum

JOB FUNCTION: Curatorial

JOB TYPE: Full-time

JOB DURATION: Indefinite

MIN EDUCATION: Bachelor's Degree plus 3 years-experience; Master's Degree preferred

MIN EXPERIENCE: 5-7 Years

TRAVEL: 0-10%

SALARY: \$35,000-\$45,000

- Ability to work independently and accurately.
- Ability to think and solve problems strategically and creatively.
- Ability to effectively use interpersonal and communications skills.

KNOWLEDGE, SKILLS, & ABILITIES

- Ability to think systemically and plan toward long-range goals while also setting and implementing incremental goals. Experience developing project plans and budgets at both small and large scales.
- Sophisticated understanding of ethical and practical issues facing museums and broad knowledge of professional museum standards for collections management including policies and procedures related to the care and display of objects and specimens, integrated pest management, shipping, risk management, the differences in permitting and regulations across disciplines.
- Strong working knowledge of current digital technologies and standards relevant to database management. Proficiency with collections management systems, preferably PastPerfect.
- History of assisting in securing grants and funding for collections projects.

PHYSICAL REQUIREMENTS

- Must be able to handle collections objects and visually inspect objects and images.
- On occasion, this can be a physically active job, and the SRA must be comfortable climbing ladders, bending, stooping, or kneeling.
- Lifting up to 25 lbs unassisted, using tools, and working in varying light conditions.
- Employee must occasionally direct, manage, and guide staff through artifact handling/processing for varying periods of time.
- Requires extended time in exhibition galleries, completing condition reports and/or overseeing others move, unpack, and complete condition reports.

Principal Accountabilities

PEOPLE MANAGEMENT & CHANGE

- Encourage a strong culture of trust and shared accountability among direct reports, and continued collaboration with other departments.
- Facilitate cooperation among staff for sharing and codification of collection management best practices, and to tackle and resolve challenges related to databases, digitization, physical space maintenance, access, etc.
- A personal and professional commitment to inclusion, diversity, equity, and accessibility.

SYSTEMS & POLICIES

- Oversee efficient and consistent workflows and data management practices as well as implementation of accessioning, deaccessioning, and loan processes; storage standards; and security, environmental monitoring, and emergency operating procedures.
- Develop strategy for enhancing and integrating the collection management systems to future proof data and provide wider access to, and engagement with, the collections among researchers, educators, stakeholders, and the broader public.
- Ensure rigorous adherence to Collections Management Policy and manage necessary revisions and/or additional policy development with Museum's Director and governance committee. Provide input on collections-related legal and ethical issues.
- Negotiate and maintain insurance for the permanent collection and loans.
- Participate and contribute to strategic, operational, and master planning projects, attend meetings, provide information and documentation needed to support those efforts.

- Direct the creation and/or maintenance of legal and informational documents for the collections and loans, such as receipts, gift and purchase paperwork, and condition reports.
- Oversee internal and external object movement, including packing, shipping, security, insurance and recording of locations and provide internal and external access as needed.

FACILITIES

- Lead development of institution-wide collections facility plan and its ongoing implementation. Plan will include assessment of existing onsite and offsite collection areas; and prioritized recommendations for projects that are consistent with institutional priorities.
- Develop and implement inventory and storage projects.
- The SRA is responsible for overseeing collections-related aspects of storage maintenance and repairs, security, emergency preparedness, preventative strategies, pest management, and environmental monitoring. Work with Museum Facilities and Security to address collections-related issues in operation and mission continuity.

ADMINISTRATION & FUNDRAISING

- Prepare and monitor budgets for Registrar's office and contribute in part to budgets for exhibitions, storage moves, and other special projects.
- Maintain Registrar's Office calendar with current activities and collaboration with Museum Director and Curators on overall schedule for exhibition and gallery changeovers.
- Work with Museum Director to seek and secure external funding for collections management.
- Other duties as assigned.

Applications Deadline:

Review of application materials will begin immediately. Applicants should email a cover letter describing your interest in the position and a resume with references to acmuseum@allencountymuseum.org. **Address letter to:** Christine Fowler Shearer, Director, Allen County Museum, 620 West Market Street, Lima, Ohio 45801. No phone calls please. Review of applications will continue until position is filled.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The selected applicant will be required to submit to a background check. Allen County Museum is an Equal Opportunity Employer.