

POSITION DESCRIPTION

Assistant Curator/Registrar

REPORTS TO: Curator of Collections

DATE OF LAST REVISION: February 2021

SUMMARY DESCRIPTION:

Responsible for a variety of curatorial work: cataloguing of McFaddin-Ward collections in accordance with standard museum practices, conservation of artifacts, care of historical archival photo and negative collection, photography. The assistant curator/registrar maintains inventory of exhibited as well as stored artifacts, maintains accurate records pertaining to collection items, including artifact movement reports, damage reports, condition descriptions, conservation reports, etc., and assists in a variety of curatorial activities, including exhibit planning and execution, public programs, and interpreter training.

REPRESENTATIVE RESPONSIBILITIES:

COLLECTIONS

- Accessions objects into the collections as well as incoming gifts received by the museum.
- Prepares Catalog Worksheets for collection items in accordance with nomenclature list and cataloguing procedures. Consults with the Curator of Collections for curatorial advice on completion of Catalog Worksheets when needed. Enters data into collections database and files catalog sheets in object files.
- Photographs objects in the collections for file records; other photography as needed, such as exhibits and copy photos.
- Digitization of object records and archive material.
- Organizes, indexes, and cares for the departmental collection of non-historical photographs and negatives. (Object photos for accession files, copy negatives and photos, damage to objects photos, digital images).
- Devises and maintains an inventory of artifacts on exhibit at the McFaddin-Ward House, and other museum buildings or exhibit sites.
- Provides information about objects for docent materials, returns objects to storage locations after exhibitions.
- Devises and maintains an inventory of all artifacts stored at the McFaddin-Ward House Curatorial Office Building.
- Updates records in the computer catalog and inventory files as needed. Serves as collections management automation coordinator. Maintains automated collections database system and

keeps record of this maintenance and any programs with resolutions for future reference.

- Maintains accurate records on the condition, conservation, movement, etc., of all museum artifacts and materials.
- Reports damage or misplacement of objects in the collections to the Curator of Collections. Monitors on a daily basis. Performs conservation procedures or works with professional conservators (or Curator of Collections), after approval by Curator of Collections. Prepares all related paperwork, photography and objects for travel.
- Assists Curator of Collections with other special curatorial projects as needed.
- Works with museum volunteers and interns with various curatorial and registrarial tasks.
- Monitors environmental conditions in all facilities containing artifacts.

PHOTOGRAPHY

- Recommends, develops and implements, after approval by the Curator of Collections, a system for storage, maintenance and retrieval of negatives and slides of collection objects. Develops and maintains descriptive index of negatives, black and white prints, and CD (digital) images.

MISCELLANEOUS

- Teaches sessions for docent training program on collection topics as assigned.
- Requisitions and takes care of tools, materials, and equipment obtained or provided for departmental use.
- Prepares annual report for collection management section of curatorial activities and submits report to Curator of Collections.