

## Museum Registrar

Hourly/Part-time

Reports to: Deputy Director

The museum registrar is responsible for the digital databases that fuel the exhibits, online archive, and social media materials for the History Center of Lake Forest-Lake Bluff. The Registrar is also responsible for the management of the donor/member database system (Salsa Engage and Salsa Labs), which tracks donations, registrations for events, and membership status. About 60% of the Registrar's time will be spent on curatorial duties and 40% on development tasks.

The Registrar informs and follows the policies, practices, and procedures for acquiring, accessioning, storing, and exhibiting the materials in the permanent collection. They will support the Deputy Director in requests for loans to and from the museum. The Registrar will work in close collaboration with the Executive Director and the Deputy Director in the identification and installation of archival materials for special exhibits. Programs to be used include Past Perfect, Pass It Down, Excel, Word and, to a lesser extent, PowerPoint.

### **Major Duties and Responsibilities**

- Manages all aspects of collections care, following and implementing accepted museum professional standards and practices. Directly manages the accession and documentation of artifacts and correspondence with artifact donors
- Manages database development for all collections materials. Is responsible for digitization of images to be included in the database, metadata development and development of database search capabilities
- Performs archival research on collection materials and/or artifacts for inclusion in records and databases including provenance research in coordination with Deputy Director
- Maintains and extracts data from the donor database for thank you letters and reports to staff and board. Ensures that gifts are properly processed and recorded within 24 hours of receipt
- Works directly with Director of Development to manage project workflow and oversee daily milestones for digital support needed for development projects, such as membership renewal and campaign, annual appeal campaign, and the annual fundraising event: Local Legends
- In collaboration with senior museum staff, establishes object conservation priorities and implements the safe storage of all works in the collection
- May be asked to assist in preparing proposals and grant applications for special collections-oriented projects. Prepares list of acquisitions for annual report and registrar's report of acquisitions for auditors. There will be occasional need to pull reports as requested from the senior staff and board
- Administers loan agreements and ensures adherence to established policies
- Supervises access to archives for study, exhibition, and research by the public using the archive resources on site
- Supervises interns and volunteers who work in support of the archives, including training on scanners and on the handling of fragile and rare/valuable artifacts and objects; may participate in the recruitment of volunteers, as appropriate to the area of operation

- Under direction from the Deputy Director, the Registrar is responsible for the ordering and purchasing of supplies for storage and conservation needs of the archives
- Occasionally works evenings and weekends for events and meetings
- Other duties as requested

### **Qualifications**

- A Bachelor's degree in museum studies, or non-profit management, or computer and information systems, or similar degree, or 2-3 years of relevant work experience
- Highly proficient with data entry, configuration and running queries in a database. Able to create a mergeable document using fields, run a mail merge from the database, design and configure field-based reports. Digitally adept and can learn new programs quickly
- Experience working in a museum setting and knowledge of museum operations, policies, and standards preferred. Experience with museum-oriented archival collections desired
- Experience in processing digital archival collections, including experience in creating metadata descriptions, digitization
- Excellent oral and written communication skills, and able to navigate a variety of personalities with professionalism and grace
- Self-motivated, open-minded, and a fast learner. Handle multiple tasks and work under stress while providing quality work and meeting deadlines
- Able to work independently and deliver on a project plan, on time and on budget

### **Salary**

\$20/hour, 24 hours a week

### **Who We Are**

The mission of the History Center of Lake Forest-Lake Bluff is to connect people and inspire curiosity by exhibiting, collecting, and sharing community history.

The Center's 100% humanities-focused archival collection is widely utilized as a research resource, containing more than 30,000 artifacts including photographs, family histories and genealogies, government records, organization and business archives, periodicals, maps, blueprints, scrapbooks, and an object collection with formats varying widely from costumes to archaeological materials to paintings to ceremonial ephemera.

As one of the most innovative museums in Lake County, the History Center supports humanities scholarship through showcasing and encouraging the study of community history. We help the public understand that the stories of the local communities are emblematic of a larger national narrative. We offer 40 programs and lectures a year, ranging in topics from political and community history to presenting the parallels and divergence of culture from the past to today. Our audiences engage in local history, cultural history, politics, anthropology, and art.

Please submit resumes to Laurie Stein, Deputy Director ([lstein@lfbhistory.org](mailto:lstein@lfbhistory.org)). Resumes with cover letters will be accepted through August 15<sup>th</sup>.