



REGISTRAR – F/T

The Witte Museum is where Nature, Science and Culture meet and reveals Texas Deep Time, the layers of what is now called Texas, from millions of years ago to the present. The Vision of the Witte is to be the preeminent center for relevant content and engaging experiences in environmental science, STEAM, and cultural stories to shape the future of Texas by empowering all people to create an extraordinary life. The Witte Museum, founded in 1926, opened a transformed museum campus in March of 2017 to critical acclaim, locally to internationally. The \$100 million expansion ushered in a new generation of students and families from Texas and beyond who are empowered to discover nature, science and culture through immersive, interactive experiences in new galleries, labs and riverside habitats. The Witte has earned its reputation as "the People's Museum" because of a commitment to making lifelong learning accessible to all.

POSITION SUMMARY

The Registrar is responsible for the processing of all collections, and exhibit and loan documentation, while maintaining and updating current, old and incomplete files. The Registrar is responsible for overseeing all incoming and outgoing loan material, which includes the coordination of insurance coverage, and the archival documentation of all museum exhibitions. This position is responsible for the digitization of collection and registration records of the museum's permanent collection, and the processing all rights and reproduction requests. Under the supervision of the Director of Collections, the Registrar is responsible for following all policies and procedures related to the management of the collection in accordance with museum best practices. A key member of the team preparing for the expansion of the B. Naylor Morton Research and Collections Center, the Registrar will play an integral role in assessing the collection's needs and planning for visible storage in the Center.

RESPONSIBILITIES

- Processes new donations and purchases while maintaining and updating current, old and incomplete collection files
- Participates on staff exhibitions team for travelling exhibitions and internally developed exhibitions
- Oversees all incoming and outgoing loans including the crating and uncrating of objects as well as reviewing and completing all condition reports and photography
- Coordinates the shipping of permanent collection objects and incoming loan objects
- Scans and digitizes archives, artifacts, and loan images for exhibition and research
- Processes all rights and reproduction requests for images of the Witte collections
- Assists with ensuring compliance with all copyright regulations
- Extracts and relays collection information for curators, staff, donors and researchers
- Ensures the accuracy of the data input and oversees the care and upkeep of the Re:Discovery Proficio collection management database
- Prepares and processes deaccessioning forms and maintains deaccessioning files
- Supervises volunteers and interns, including training in artifact handling and overseeing various projects and tasks
- Transports artifacts between offsite storage and the main campus as necessary
- Other duties as assigned

EDUCATION

- Required: Bachelor's Degree in Museum Studies, History, Anthropology or related field
- Preferred: Master's Degree in Museum Studies, History, Anthropology or related field

EXPERIENCE AND SKILLS

- At least three years' experience in collections management or registration
- Must have excellent organizational and research skills and the ability to work on multiple projects with little or no supervision
- Must be trained to handle art and artifacts
- Must have strong computer skills, with a preferred basic knowledge of a collections management database program
- Must have strong communication skills and work well with the public, donors, shippers and drivers, professional staff, and researchers
- Ability to work independently and as a team member
- Preferred: basic knowledge of material culture
- Preferred: experience with digital photography, scanning and imaging software

PHYSICAL REQUIREMENTS

- Must be in good physical condition, able to move moderately heavy objects (30lbs.), bend, walk, climb stairs, stand, and sit for extended periods of time
- Must be able to work a flexible schedule including evenings, weekends, and holidays

The Witte Museum is an equal opportunity employer.

Closing date: Open until filled

Résumé and Cover Letter may be emailed to: humanresources@wittemuseum.org