

WHATCOM MUSEUM FOUNDATION

JOB DESCRIPTION

JOB TITLE: Assistant Registrar, Collections and Exhibitions

DEPARTMENT: Collections and Exhibitions

CLASSIFICATION: Hourly (Non-Exempt)
Part-Time (20 hours per week)
Temporary (through December 31, 2023)

SALARY/PAY RANGE: \$20-24/Hour

MUSEUM BACKGROUND:

The Whatcom Museum is a multidisciplinary institution focused on art, nature, and Northwest history, and located in beautiful Bellingham, Washington. Our three-building campus is sited on the ancestral homeland of the Coast Salish People. The Museum works actively to build an inclusive environment and values all people. As an [Equal Opportunity Employer](#), the Museum is committed to assembling a staff with a multitude of viewpoints and perspectives that help us relate and communicate to all members of our diverse community. Equity, Diversity, Inclusion, Accessibility, and Decolonization stand at the forefront of the work we do. In creating authentic and meaningful experiences for all, we hope to inspire a love for history, spur creative engagement in art, and instill respect for our shared natural world.

JOB SUMMARY:

The Assistant Registrar will assist Curator of Collections/Registrar in collection management duties such as: new accession paperwork mailings/filing, cataloguing, inventory, exhibition registration, exhibition installation, light cleaning of collection objects, and condition analysis/reporting. Less regular duties might include researching and photographing collection items.

SUPERVISORY RELATIONSHIP:

Reports to the Curator of Collections/Registrar.

ESSENTIAL FUNCTIONS OF THE JOB:

The Assistant Registrar will be part of a team that manages the extensive collections of the Whatcom Museum, as well as supporting an ambitious exhibition schedule. They will work closely not only with the Curator of Collections/Registrar, but also with the Curator of Art, Photo Archivist, and Art Preparators.

During exhibition installation periods, the Assistant Registrar will assist installation team with art handling, crate moving, art installation/packing, and the creation of condition reports.

ADDITIONAL WORK PERFORMED:

- Complete other related projects and duties as assigned by Curator of Collections/Registrar.
- May perform physical activities to include moving, lifting, pushing, and carrying equipment or supplies.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- Knowledge of museum standards preferred.
- Ability to work as part of a team, demonstrating courtesy, tact, and good judgement in working with staff and the public.
- Skills in problem analysis, planning and organization, time management, adaptability, flexibility, and stress tolerance.
- Strong oral and written communication skills.
- Office and computer skills sufficient to function in a professional role and ability to provide database support to collections management.
- Ability to maintain accuracy and attention to detail in an atmosphere of frequent interruptions.
- Ability to always conduct oneself in an ethical, professional, and respectful manner; in addition to maintaining the confidentiality of all sensitive information encountered while in the performance of duties.
- Physical ability to perform required duties including:
 - sitting or standing for long periods
 - visual acuity to read a computer screen and a typeset page
 - fine finger dexterity to operate a computer keyboard and mouse, etc.
 - occasionally lifting up to 40 pounds
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation

WORKING ENVIRONMENT:

Works inside heated and secured buildings and requires sitting and using a computer workstation for an extended period of time. Work is subject to interruptions and distractions.

EXPERIENCE AND TRAINING REQUIREMENTS:

In addition to the above requirements, any combination of relevant education and experience which demonstrates the knowledge, skill, and ability to perform the essential functions of the job will be considered. Previous experience working with a museum collection is a bonus.

NECESSARY SPECIAL REQUIREMENTS:

Must pass a local police and Washington State background check prior to hire.