



# ***KODIAK HISTORICAL SOCIETY***

*101 MARINE WAY, KODIAK, ALASKA 99615  
(907) 486-5920 • [director@baranovmuseum.org](mailto:director@baranovmuseum.org)  
[www.baranovmuseum.org](http://www.baranovmuseum.org)*

## **Job Description**

### **Kodiak Historical Society Assistant Collections Manager/Registrar**

The Assistant Collections Manager/Registrar (CMR) will provide general oversight for documentation and care of Museum's diverse collection of artifacts and archives. The CMR will be responsible for management of collections records and database, administering all collections care and management documentation for permanent collections, incoming, and outgoing collections items, and applying best practices to the work of the museum. The CMR will serve as liaison by providing access to collections and archives. This position requires precise attention to detail, strong communication and analytical skills, as well as the abilities to manage multiple projects simultaneously and to work collaboratively and diplomatically.

***Supervision Received:*** Works under the guidance of and reports to Collections Manager.

***Supervision Exercised:*** Trains and exercises direction over interns and volunteer personnel.

#### ***Duties and Responsibilities:***

- Maintains collections records and database, including cataloging of new acquisitions and ensures completion of all appropriate documentation, inspection and documentation of objects entering and leaving the museum, including but not limited to incoming/outgoing loan forms, facility reports, insurance, and shipping.
- Participates in establishing and maintaining data standards; develops and expands the museum's digital assets, including history, provenance, status, condition, location, and insurance of each object; establishes consistency in nomenclature and terms.
- Works with museum staff and recommends, develops and implements necessary collections management policies and procedures, for storage, galleries, study, and collection public art, and external loans.
- Monitors art storage and exhibition spaces for temperature/humidity, environmental hazards, safety, and cleanliness.
- Handles inventory audits; helps identify works requiring conservation treatment.
- Serves a liaison to members, public, scholars, and programmatic access to the collection.
- Assists with preparation, packing, and shipping as needed.
- Follows museum best practices in all work for the museum.
- Serves as an ambassador to Kodiak's diverse history

#### ***Other Duties:***

- Assists with oversight of intellectual property and rights and reproductions which pertain to collections.
- Assists with special museum events.
- Assists with installation and dismantling of museum exhibits.
- Performs other duties as assigned.

***Necessary Knowledge and Skills:*** This position requires broad knowledge of digital technologies, metadata standards, and best practices in collections cataloging; experience with registration methods and terminologies, collections management databases, digital asset management, and stewardship of historic collections. Ability to be a member of a small team of museum professionals who staff a dynamic and distinguished museum; ability to work with a diverse group of faculty, staff, students and museum patrons on a daily basis; demonstrated ability to prioritize tasks and meet timelines in a deadline driven environment and to work autonomously and make critical independent decisions. Familiarity with conducting and guiding research in libraries, museums, collections, and archives is preferred.

***Qualifications:***

- Bachelor's degree in Museum Studies, Public History, Historic Preservation, History, Archaeology, Anthropology or a closely related field; preference will be given to candidates with a collections management and/or registration focus.
- Two or more years of experience in a museum, cultural center or archive, including work with collections, as well as one year in supervisory capacity; or any equivalent combination of education and experience.
- Research experience and capability required; experience with Alaska history preferred.
- Considerable knowledge of professional museum principles and practices.
- Must possess strong verbal and written communication skills, an understanding of interpretive writing, and the ability to communicate ideas in a variety of written and oral formats.
- Experience in grant research and writing preferred.
- Must be able to interact effectively with all age levels and cultural backgrounds; bilingual skills are a plus.

***Compensation and Benefits***

Salary is \$14-18, depending on experience, with regular annual increases.

Combined leave accrual at 10 hours per month for first two years (15 days per year) and 9 paid holidays per year following successful completion of a 3-month probationary period. Following two years of employment, the Society contributes to employee's SEP IRA retirement savings plan in an amount equal to 3% of annual salary and offers combined leave accrual at 16 hours per month (24 days per year).

Interested applicants should submit a resume via email by August 16th, 2017 to Sarah Harrington, Executive Director, [director@baranovmuseum.org](mailto:director@baranovmuseum.org) or mail to:

Kodiak Historical Society  
Baranov Museum  
ATTN: Sarah Harrington  
101 Marine Way  
Kodiak AK 99615