

# National Cowboy & Western Heritage Museum, Oklahoma City, OK

## Museum Associate Registrar

<b>Reports to:</b> Registrar & Curator of Special Exhibit	<b>Salary:</b> \$40,000	
<b>Days/Hours:</b> M-F / 8am to 5pm Some weekends and evenings required based on Museum events	<b>Status:</b> Full-Time / Exempt Benefit Eligible	<b>Created 12.2024</b>

### **SUMMARY**

The National Cowboy & Western Heritage Museum is looking for an Associate Registrar to work with the Registrar and Collections Manager to perform tasks associated with the collections and acquisitions, accessioning and deaccessioning, cataloging, loans, packing, shipping, inventory, and storage, and the care, custody and management of the permanent collections and those items on loan. This position will also work with the Curator of Special Exhibitions to be responsible for all aspects of the shipping logistics for the Museum's annual art sale shows.

### **Major Job Responsibilities**

#### **Assistant Registrar - 60%**

- This position primary goal will be digitizing, labeling, photographing, cataloging the objects and documents to allow multiple departments have access in order to find what is in our collection, its condition, where it was obtained, legal rights, etc. in collaboration with the Museum Registrar and Collections Manager.
- Perform various tasks related to collections documentation, including processing acquisitions via information gathering, cataloguing, photo documentation and data entry; works to ensure data accuracy and integrity.
- Maintain and update data standards and accurate object information within The Museum System (TMS), the museum's collections management system, and the LFA digital files
- Create/compiles and maintain legal documentation of permanent collection and items on loan.
- Responsible for all facets of collections care, including storage, inventory, conservation, and use.
- Responsible for packing and shipping of collections and loaned items.
- Assist with installation and de-installation of permanent and temporary exhibitions.
- Oversee the interns and volunteers in addressing various collections management projects and goals.
- Other duties as assigned.

#### **Special Exhibitions Shipping - 40%**

- Responsible or receiving, unpacking, packing, documenting, and management of related information for all incoming and outgoing shipment of items for sale exhibitions, specifically, Prix de West, Small Works Great Wonders and TCAA. These dates are approximately from Mid-March through May and then August through Mid-December or until artwork is disbursed.
- Contacts all artists, buyers, gallery personnel and out-of-house shipping personnel with regards to shipping of items.

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- Make all shipping arrangements in cooperation with artists, buyers, galleries through Fed Ex, UPS, and various freight handling companies.
- Bills the artist and the buyers for shipping costs.
- Manages volunteers during various phases of packing/unpacking and shipping of art, especially during Small Works Great Wonders.
- Assists with the installation and de-installation of each sale show.
- Assists Curator of Special Exhibitions with items related to the sales exhibition, such as, but not limited to: writes plaques, prints material proof reading, assisting with scholarship, spreadsheets and updating sale show online catalogs.
- Responsible for packing and shipping of collection and loaned items.

### Minimum Qualifications

- 1+ years' experience in museum registration and/or collections.
- 2+ years' demonstrated project management experience in a museum or gallery.
- Knowledge of current museum best practices for collections care and traveling artwork.
- Documented success in exhibitions logistics coordination and meeting deadlines within fast-paced work environments.
- Proficiency in Microsoft 365.
- Experience with Digital Asset Management Systems.
- Must demonstrate the ability managing complex and sometimes overlapping elements of different sale shows at the same time.
- Organization and planning skills are essential, and having the ability to be flexible is critical; will be required to maintain a calm demeanor even when faced with difficult situations, and provide impeccable customer service to everyone involved.
- Proficiency in the use of digital cameras and use of their images.
- Willingness to work weekends and evening and adjust work hours, as required.
- Must be able to lift 35lbs. and work standing, stooping and/or sitting. Will be expected to use small power tools, hand tools, lifts, carts, pallet jacks, and related machinery/tools used in unpacking and packing.

To Apply: Please email your resume and cover letter to [HR@nationalcowboymuseum.org](mailto:HR@nationalcowboymuseum.org). Please put Associate Registrar in the subject line.