

POSITION TITLE: Registrar/Collections Manager
DEPARTMENT: Collections and Exhibits
POSITION TYPE: Full-Time (40 hours/week), Non-Exempt
STARTING SALARY: \$38,000/year

Our Mission: To tell the story of Hawai'i, its islands and its people

SUMMARY OF POSITION:

Under the direction of the Curator of Collections and Exhibits, the Registrar/Collections Manager is responsible for the inventory, documentation, acquisition, accession, deaccession, management, and care of the Museum's permanent collection, loans, and exhibits. This position also contributes to coordinating and facilitating the production and installation of temporary and permanent exhibitions. Assists in the implementation of Museum policies and procedures, including the Museum's *Collections Management Policy and Manual* and the *Disaster Preparedness and Emergency Response Plan*. Being passionate about the mission of the Museum and the cultural and historical significance of the Lyman Museum and Mission House is essential to the success of this position, as is the ability to collaborate effectively with colleagues, Trustees, and the general public.

The Lyman Museum's collection of over 60,000 objects, photographs, and archive and library materials preserves and tells the story of Hawai'i, its islands and its people.

DUTIES AND RESPONSIBILITIES:

- Oversees arrangements and documentation for new acquisitions and registration aspects of incoming and outgoing artifacts, archives, artwork, and collections loans, including working with donors and lenders.
- Conducts research and evaluates the Museum's collections, recording significant information and determining if they meet the Museum's established purpose. Consults with the Executive Director, Curator of Collections and Exhibits, other staff, and members of the Board of Trustees' Collections and Exhibits Committee as appropriate.
- Is aware of and follows Museum policies and practices, including for insurance, acquisition, mission statement, and loans.
- Supervises and assists as necessary in the proper handling and preparation of objects for movement, storage, and exhibition.
- Where appropriate, supervises gallery and exhibit preparation for displays and exhibitions, and the installation of objects.
- Maintains secure and environmentally controlled conditions in collections storage and exhibits and oversees the Integrated Pest Management program.
- Plans, coordinates, and creates exhibits with the Collections and Exhibits team.



- Coordinates with the IT/database provider to ensure collections' databases are maintained, and ensures technology requirements are satisfied.
- Works with researchers requesting access to collections objects and responds to inquiries.
- Supervises interns and volunteers assigned to this department.
- Prepares quarterly reports and presents possible donations for accession approval at quarterly Collections and Exhibits Committee meetings.
- As part of the Collections and Exhibits team, together with other staff periodically reviews and proposes appropriate revisions to the Museum's *Collections Management Policy and Manual* and the *Disaster Preparedness and Emergency Response Plan*.
- Performs all duties in adherence to the American Alliance of Museums' professional standards and ethics.

This description does not limit the duties and/or responsibilities of this position.

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's degree (Master's degree preferred) in Museum Studies, Anthropology, Archaeology, Heritage Management, History, Art, or Library Science
- Minimum of 3 years' experience working in a museum or related institution, maintaining records and caring for collections including artifacts and artwork; knowledge of collections management best practices a plus
- Cultural competency; knowledge of Hawaiian history, culture, and pronunciation of the Hawaiian language
- Strong orientation to detail
- Strong project organizational and management skills
- Ability to handle issues and situations with diplomacy and confidentiality
- Flexible approach to problem solving
- Good email and telephone communication skills
- Proficiency with computers, museum software such as PastPerfect or similar applications, and general office and communications software

GENERAL PHYSICAL REQUIREMENTS:

- Ability to climb stairs and ladders
- Ability to handle objects up to 50 lbs in weight
- Ability to bend, stoop, kneel, crouch, and crawl to reach objects
- Ability to perform a combination of sitting, standing, and walking for an extended period of time

EMPLOYMENT BENEFITS:

- Medical, Dental, Vision, and Drug insurance coverage
- 403(b) Retirement Plan, matching
- Paid Vacation and Sick Leave
- Paid Holidays
- Living on Hawai'i Island; working as part of the friendly, supportive Lyman Museum 'ohana

APPLICATION PROCESS:

To apply, please send a current c.v., completed **Application for Employment** (see link on Museum's **About Us/Employment** page), and letter outlining your interest in and qualifications for this position, to:

Dr. Barbara Moir
President and Executive Director
Lyman Museum
276 Haili Street
Hilo, HI 96720

No electronic transmissions or phone calls, please.

Screening of applications will begin on November 1, 2024, and continue until the position is filled. We hope to fill this position in or near January 2025.