

FLINT CULTURAL CENTER CORPORATION

601 E Second Street

Flint, MI 48503

Job Posting

Job Title: Registrar and Collections Manager
Location: Sloan Museum / Buick Gallery and Research Center
Reports To: Curator of Collections
FLSA Status: Exempt

GENERAL DESCRIPTION

Job Description and Qualifications: This full time position will be responsible for the registration and collections management of the Decorative, Industrial, and Fine Arts collections of the Sloan*Longway Museum and Planetarium. Responsibilities include coordinating all incoming and outgoing loans, generating documentation related to acquisitions, cataloging, housing, marking, and ensuring the overall proper care of all three dimensional artifacts.

RESPONSIBILITIES

- Conduct and oversee all incoming and outgoing loan activities: coordinate shipments, draft loan agreements, research and secure photography permissions, and conduct condition reports
- Coordinate all acquisitions procedures, including scheduling shipments, writing acquisitions reports, assessing condition, corresponding with donors, and issuing deeds of gift
- Perform all collections management functions, including describing, cataloging, rehousing, and storing, related to the three dimensional artifacts, including the museum's historic vehicle collection. Review existing procedures and implement a cyclical maintenance and conservation program for the artifacts
- Facilitate access to museum artifacts to staff members and public tour groups. Oversee the transportation of vehicles within the automotive collection to and from special events, museums, etc.
- Perform regular inventories of collection and updates the catalog
- Oversee object moves as related to exhibition installation and de-installation for special events as well as for exhibitions activity to ensure the safe display of objects
- Assist in writing grants for special projects related to processing, digitizing, and conserving three dimensional materials
- With the Curator of Collections, Archivist, and Assistant Curator of Education serve on the Collections Committee
- Perform other duties as assigned.

QUALIFICATIONS / SKILLS REQUIRED

- Experience providing for the proper handling, housing, marking, and storage of three dimensional artifacts. Experience working with Industrial Arts collections preferred.
- Experience with Collections Management Software; Past Perfect experience preferred.
- Must have a valid Michigan driver's license and able to tow a 26 foot trailer to transport collection vehicles.
- Good team member skills, able to exercise independent judgment, highly motivated with excellent writing, organization, problem solving, and project management skills.
- Team builder able to grow and maintain morale and work effectively with others (ex. staff, volunteers, consultants, vendors and general public) with tact, courtesy and diplomacy.
- Ability to lift 50 pounds.

EDUCATION AND / OR EXPERIENCE

- Master's degree in Library/Information Science, preferred
- Minimum of 1 year, full-time experience arranging and describing archival collections.
- Experience providing reference services in an Archives or Special Collections Setting
- Experience handling, marking and rehousing three dimensional materials
- Experience with large scale collections moves preferred

Apply To: Email cover letter and resume to hr@fcccorp.org or mail to:
Flint Cultural Center Corporation
Attn: Human Resources
601 E Second St
Flint, MI 48503

Date Posted: 07.10.17; **Posting will remain active until filled.**

The Flint Cultural Center Corporation is an Equal Opportunity Employer