

THE CHARLESTON MUSEUM

Registrar

The Charleston Museum is seeking to hire a part-time (c. 20 hours/week) Registrar. The person most suitable for this job will be a successful multi-tasker and have keen attention to detail, strong interpersonal skills, and wide-ranging computer abilities. They will be responsible for a range of registration and curatorial duties but will primarily focus on collections documentation for all objects for loan, gift, purchase, and bequest with some participation in exhibition installations and other curatorial functions.

Primary responsibilities include:

- Maintenance of records pertaining to the Museum's collections acquisitions and deaccessions
- Manages Museum's outgoing and incoming loans, including generating loan agreements, receipts and condition reports for loans of Museum objects
- Organizes and maintains correspondence and other information pertaining to all collections
- Data entry and maintenance of collections records in PastPerfect database
- Assists with inquiries related to the Museum's collections

Ideal candidate will possess the following qualifications:

- Bachelor's degree, preferably in museum studies, public history, history, humanities or related field
- Knowledge and understanding of registration duties.
- Experience working with museum collections databases, preferably PastPerfect or similar program

- Ability to interact effectively with Museum supporters, other staff, staff at colleague institutions, and the general public
- Ability to communicate effectively, orally and in writing
- Able to lift 40 pounds and climb ladders
- Neat, professional appearance

Licenses and Certifications

- Valid driver's license with clean driving record required

Application Deadline:

Until Filled