

CHICAGO HISTORY MUSEUM
POSITION AVAILABLE

JOB TITLE:

Registration Technician - Temporary (Collections)

DEPARTMENT: Collections

FLSA STATUS: Non-Exempt

JOB SUMMARY:

The Registration Technician provides logistical support and other assistance during exhibition preparation, installation, de-installation, and dispersal, ensuring that all collection and loan objects are handled in a safe and prudent manner, documented and tracked according to museum best practices, and returned to their appropriate locations in a timely manner.

ESSENTIAL FUNCTIONS:

- Assist Registrar with the pick-up/return of loan materials from outside institutions/private lenders
- Assist Registrar with the proper documentation of incoming/outgoing loans including condition reports and incoming/return receipts
- Assist Registrar with the unpacking/packing and receipt/return of loan objects
- Transfer objects to/from gallery and staging areas during exhibition installation and deinstallation
- Work with Collection Managers, Archivists, and Research Center staff to coordinate pulling/dispersal of collection objects from/to permanent storage locations prior to exhibition and/or following deinstallation
- Coordinate access to the objects by Exhibitions staff for mounting/unmounting, including transfer of objects to/from workroom
- Work with Conservators to coordinate the transfer of objects to/from conservation labs
- Work with Imaging/Photography staff to coordinate the photography of objects, including transfer of objects to/from photography lab and preparation of necessary documentation
- Update exhibition database as necessary to reflect current status of exhibition objects and ensure that checklist is accurate and up to date
- Create and maintain appropriate and orderly loan and exhibition records (including incoming and outgoing condition reports, photographic documentation, incoming and outgoing receipts, etc.)
- Apply established object tracking methods to ensure object locations are known at all times
- Contribute to and promote a positive culture at CHM by demonstrating the following values in their interactions with colleagues, external partners, and all audiences and through the products developed and services delivered
- Create a team spirit and enhance communication within the Collections Department so that staff members will work collaboratively and in a supportive manner across departmental and functional area boundaries.

OTHER DUTIES:

- Other duties as assigned

QUALIFICATIONS:

- B.A. in history, art history, museum studies, or related field.
- Minimum six months of experience working in a library or museum environment
- Experience handling artifacts in a library or museum environment, with some condition reporting and/or registration experience preferred
- Some knowledge of basic museum registration practices
- Experience filing and maintaining electronic and physical records in an office environment
- Strong organizational and interpersonal skills
- Strong verbal and written communication skills
- Strong visual acuity

- Strong attention to detail and organizational ability
- Strong computer and keyboarding skills, including database experience and accuracy while typing
- Ability to maintain accurate and orderly records
- Ability to lift, carry, or otherwise move fragile objects up to 40 pounds
- Commitment to the mission, values, and programs of the Chicago History Museum

SALARY: Salary is competitive.

Length of Assignment: Currently scheduled for two 3-week assignments, approximately September 16-October 31, 2013.

Please upload your cover letter, resume with salary history, and the names and phone numbers of three work references **in 1 document**: <https://home.eease.adp.com/recruit/?id=6326971>

SALARY HISTORY REQUIRED- RESUMES SUBMITTED WITHOUT ABOVE LISTED MATERIALS WILL **NOT** BE CONSIDERED **Background check required**
EOE M/F/D/V No phone please