

POSITION DESCRIPTION – REGISTRATION OFFICER

Primary focus of position:

The Registration Officer plays an important role in ensuring the registration, documentation and preservation of the Museum's collection in accordance with professional museum standards. The Registration Officer also assists with the coordination of incoming loans for exhibitions, and outgoing loans from the Museum's collection.

This position description provides the full scope of the responsibilities of this role. Specific expectations and deliverables are discussed and agreed with the Senior Curator & Collection Manager as part of the annual planning process and are documented in an annual work plan.

Reports to: Senior Curator and Collection Manager

Responsible for: Collection volunteers and work experience students (as required)

Hours: Part-time – 0.4 (15.2 hours per week)

Duration: ongoing

Key responsibilities and tasks:

| KEY RESULT AREA | TASKS |
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| 1. Collection registration, documentation and information management | <ul style="list-style-type: none"> Registration of all new acquisitions to the collection - including accessioning, documentation and entering data into the KE EMu collection management database Retrospective documentation and cataloguing of the collection using KE EMu Play a key role in managing and maintaining the KE EMu collection database, including: <ul style="list-style-type: none"> data entry according to defined standards and business rules maintaining records of the location and movement of objects coordinating regular upgrades and maintenance of the system and data making recommendations to improve processes and use of KE EMu functionality |

| KEY RESULT AREA | TASKS |
|--|---|
| | <ul style="list-style-type: none"> – Prepare KE EMu records to be included in the IMu database • Coordinate capture, filing and management of collection images • Train collection volunteers in the use of KE EMu • Plan, assign and manage collection-based volunteer projects • Respond to a range of community and industry enquiries in a timely manner |
| 2. Storage, movement and preservation of the collection | <ul style="list-style-type: none"> • In collaboration with the Senior Curator and Collection Manager, implement improvements to the storage system for the collection in accordance with professional museum standards, ensuring that efficient retrieval of and access to the collection are possible • Manage the delivery and storage of all new acquisitions • Manage the retrieval, movement, packing and shipping of the collection as required • Track and maintain records of the location and movement of the collection • Report any issues of concern if they arise |
| 3. Exhibition registration | <ul style="list-style-type: none"> • Working closely with curators, assist with incoming loans including: <ul style="list-style-type: none"> – assisting with loan documentation and maintaining sound records – assisting with delivery and return of loaned items – completing condition reports • Collect and monitor environment reports in exhibition spaces and report any issues of concern • Assist curators with the retrieval of collection objects required for exhibitions and the preparation of those objects for display |
| 4. Outwards loans, permissions & copyright | <ul style="list-style-type: none"> • Administer approved outgoing loans from the Museum's collection according to agreed procedures • Facilitate the reproduction of images of collection items for internal or external purposes, including attributions, copyright and commercial arrangements |