



The Riley County Historical Society is a private 501(c)3 organization located in Manhattan, Kansas. The organization is led by a volunteer Board of 15 Directors and supported by a staff of between 3-6 employees.

**Our mission** is to actively collect and preserve the diverse history of the community for future generations in partnership with the Riley County Historical Museum. **Our vision** is to spark curiosity and inspire interaction through the stories of Riley County.

### Job Summary:

In partnership with the Riley County Historical Museum, we are seeking a part-time, contract Museum Registrar.

The Registrar will work directly under the supervision of the RCHM Curator of Collections and will fulfil the duties as outlined below.

### Job Description: Contract Museum Registrar (Part-Time)

#### Position Summary

The Contract Registrar is responsible for the documentation, care, movement, and tracking of the museum's collections confined to storage areas. This position ensures that all objects are properly recorded, safeguarded, and accessible for exhibitions, research, and educational use. The Registrar works closely with the museum's curatorial and administrative teams to maintain best practices in collections management and uphold the museum's mission and professional standards.

This position operates under the immediate supervision of the Curator of Collections. Collaboration with the collections committee and museum administration are required.

#### Collections Management

- Maintain and update all collections records in the museum's collections management system (PastPerfect).
- Accession, catalog, and document backlog acquisitions.
- Create and maintain object files and all associated documents, files, and electronic records.
- Support curators in deaccessioning activities and all related documentation.

- Uphold collections and institutional policies and standards.

### **Object Care & Preservation**

- Oversee safe handling, packing, and transportation of objects.
- Monitor environmental conditions in storage spaces.
- Collaborate with collections team on preventive care and treatment.
- Conduct regular inventories and condition checks.

### **Documentation & Legal Compliance**

- Manage documentation and legal paperwork for the collection.
- Oversee arrangements and documentation for new acquisitions and registration aspects of incoming and outgoing artifacts, including working with donors and preparing documentation for their records.
- Ensure adherence to ethical and legal standards, including NAGPRA and copyright.
- Oversee rights and reproduction permissions and documentation.

### **Administrative & Team Support**

- Prepare reports, inventories, and documentation.
- Assist with grants related to collections care.
- Train staff, interns, and volunteers in proper procedures.

### **Qualifications – Education & Experience**

- Bachelor's degree in Museum Studies, History, Anthropology, Art History, or related field (Master's preferred).
- 2-3 years of museum registration or collections management experience.
- Experience with CMS platforms such as PastPerfect.

### **Qualifications – Skills & Competencies**

- Strong knowledge of professional museum standards.
- Excellent attention to detail and organization.
- Skilled in object handling and documentation.
- Effective communication and teamwork abilities.
- Ability to lift up to 40 lbs. and work in varied storage environments.

## **Work Environment**

- Flexible schedule budgeted for an average of 20-25 hours/week or up to 1,200 hours/annually.
- Combination of office tasks and physical activity in galleries/storage.
- May require minimal travel.
- Non-supervisory.

## **Salary & Benefits**

- Annual contract with renewal option based upon successful evaluation; 1099 status.
- Pay rate of \$25.00/hour; Maximum budget of \$30,000/year.
- Biweekly payment schedule with compensation reflecting actual hours worked.
- Not benefit eligible.

This position will be open until a suitable candidate is hired. Please submit a resume or CV, along with a cover letter to [RCHSinfo@rileychs.org](mailto:RCHSinfo@rileychs.org). No phone calls please.

To learn more about the Riley County Historical Society and Museum, please visit our website at [www.rileychs.org](http://www.rileychs.org)