

## REGISTRAR

**DEPARTMENT** : **CULTURE & ARTS**  
**SALARY/GRADE** :  
**FLSA** : **NON-EXEMPT**  
**CIVIL SERVICE** : **INCLUDED**  
**BARGAINING UNIT** : **NON-BARGAINING**

### GENERAL STATEMENT OF DUTIES

Professional and administrative position responsible for maintenance and management of information systems required for preservation, custody and control of the Waterloo Center for the Arts permanent collection. The work is performed under the general direction of the Curator, but considerable leeway is granted for the exercise of independent judgment and initiative. May supervise volunteers, temporary staff and interns.

### EXAMPLES OF ESSENTIAL FUNCTIONS

#### (Illustrative Only)

These functions are considered essential for successful performance in this job classification.

1. Maintains accession, catalogue, inventory, condition, location and other records of works of art and generates related reports.
2. Identifies and labels objects.
3. Records and maintains complete periodic review and upgrade of existing inventory and catalogue records.
4. Records and maintains complete documentation related to loans of objects from the collection as well as loans to the Art Center from other collections.
5. Assists with packing/preparing objects for storage and/or shipping.
6. Makes arrangements for incoming and outgoing shipment of art objects and exhibitions including insurance provisions.
7. Travels to other locations to pick up and/or deliver art objects and exhibitions.
8. Works in enclosed art storage areas; maintains clean, safe and organized conditions in collection storage areas.
9. Monitors environmental conditions in collection storage and exhibition areas including temperature, humidity and light levels.
10. Assists with mounting and removal of objects on display.
11. Photographs objects.
12. Assists with projects related to collection conservation, loss prevention, research and exhibitions.
13. Participates in developing, maintaining and updating collection policy and procedures materials.
14. Maintains library circulation and catalogue records.
15. Conducts guided tours of exhibitions and collections.
16. Serves as advocate for Center for the Arts and its art exhibitions and collections.
17. Participates in collaborative projects with peer institutions, including schools, museums, art, music, dance and other cultural venues.
18. Interacts with the public, Board members, volunteers, coworkers and representatives of collaborating organizations.
19. Assists in design and interpretation of the museum's art collections to the public as a participant in the permanent and changing exhibition planning process.
20. Assists in recruiting, supervising and evaluating volunteers, program assistants and interns.

21. Tracks and reports program data and assists in the compilation of the annual report.
22. Participates in strategy and planning related to Center for the Arts programs and activities.
23. Participates in Center for the Arts meetings, training and other activities as required by Culture & Arts Director.
24. May assist in making presentations to small and large groups of varying ages, abilities and socio-economic backgrounds.
25. Communicates with educators, staff, visitors, patrons and other agency representatives in person and by telephone.
26. Compiles data, prepares reports, performs data entry and completes forms on personal computer using the applicable software including Microsoft Word, Excel, Access and other specialized software.
27. May assist with other Center for the Arts programs and activities as needed.
28. May travel within the United States by passenger vehicle or plane; international travel may also be required.
29. Communicates with and maintains effective working relationships with coworkers, supervisors, Board members, volunteers and patrons.
30. Works independently and with others with minimum supervision.
31. Works flexible hours including weekends and some evenings.
32. Attends work regularly at the designated place and time.
33. Performs all work duties and activities in accordance with City policies, procedures and City, OSHA and Center for the Arts safety rules and regulations.
34. Performs all other related duties as assigned.

#### **REQUIRED KNOWLEDGE & ABILITIES**

1. Knowledge of best practices in preservation, custody and control of works of art.
2. Knowledge of standard museum policies and procedures.
3. Knowledge of and proficiency with personal computers including Microsoft Word, Excel and Access or other database programs.
4. Ability to learn and utilize emerging technologies as they relate to preservation and cataloging works of art.
5. Ability to make oral and written presentations on behalf of the Center for the Arts.
6. Ability to manage several project schedules and a variety of timelines and deadlines concurrently and to keep all projects organized.
7. Ability to present materials and information in good report form.
8. Ability to supervise, direct and positively and enthusiastically motivate volunteers, interns and part time staff.
9. Ability to work independently or as a member of a team with minimum supervision.
10. Ability to communicate effectively orally and in writing, give recommendations and respond to questions from patrons, Board members, other art organizations, volunteers and coworkers tactfully in a clear, concise and easily understandable manner.
11. Ability to establish and maintain effective working relationships with other City employees and supervisors.
12. Ability to work with people from a broad variety of social, economic, racial, ethnic, cultural and educational backgrounds.

#### **ACCEPTABLE EXPERIENCE & TRAINING**

1. Bachelor's Degree in art, art education, art history or other related art field with minimum one year experience in museum registration or closely related. Volunteer, internship or other unpaid experience will be considered.

**OR**

A minimum of three years closely related art or museum experience with minimum one year experience in museum registration.

**OR**

Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the work.

2. Prefer non-profit experience and experience working with a board of directors.
3. Work experience must be verifiable with an educational, cultural or other agency or business.
4. Must be proficient with a personal computer, Microsoft Office Suite and a variety of specialized communications, data and image management software programs.
5. Must possess a current Iowa driver's license and good driving record based on City of Waterloo driver performance criteria. A candidate with any of the following will not be considered for employment: loss of license for any reason during the period of candidacy for employment, if the candidate remains without a valid, current license for the position when the City issues an offer of employment; loss of license, plea of guilty, plea of no contest or its equivalent or conviction for OWI, reckless driving or other major moving violation within the previous five years; four or more citations for moving violations within the previous three-year period, excluding speeding violations of 10 mph or less over the posted speed limit; three or more citations for moving violations within the previous one-year period. After appointment to the position, disciplinary action or continuing employment status may be reviewed for the following: four or more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation within the previous five years; two or more at-fault accidents within a three-year period while driving on City business; a combination of three or more at-fault or not-at-fault accidents within a three-year period. Must obtain Iowa Class D with endorsement 2 for driving non-commercial vehicles weighing up to 26,000 pounds within

six month probation.

**ESSENTIAL PHYSICAL ABILITIES**

The following physical abilities are required with or without accommodation.

1. Sufficient mobility to move physically within the Center for the Arts building and attend meetings or other activities at various City and community facilities or out-of-State or out-of-United States.
2. Sufficient speech and hearing that permits the employee to respond to questions from staff, patrons and Board members in person or on the telephone and make oral presentations.
3. Sufficient vision including color vision, depth perception and peripheral vision to evaluate, organize and hang works of art.
4. Sufficient strength to lift, move or carry objects up to 40 pounds and to use ladders, dollies, truck carts and loft gates.
5. Sufficient manual dexterity to safely use hand and power tools.

**MISCELLANEOUS**

1. The City of Waterloo reserves the right to conduct a background investigation including employment and criminal history checks on any applicant being considered for this position .
2. Following a conditional offer of employment, the City of Waterloo reserves the right to require a physical examination, including a drug test, by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of the position.
3. Required to submit to and successfully pass panel interview.

**WORK SCHEDULE**

Generally 8:00 a.m. to 5:00 p.m. Monday through Friday with one hour unpaid lunch. Must be flexible and able to adjust work schedule to work weekends and evenings as needed. Must also be available for Center for the Arts or other City activities or meetings that require the attendance of the Registrar. Limited overtime.