



Name:	Department: Kentucky Historical Society
Job Title: Registrar	Class Title: KHS Program Administrator I-KHS
Reports to: Director of Research & Collections	Division: Oral History & Educational Outreach
Organizational Level: Collections	Position Number: 30019724
PD Prepared by: Director of Research & Collections/10-30-2020	Position Type: Full-time, Non-exempt
	Hire Date:

The Kentucky Historical Society (KHS) is many things: a library, a museum, an educational institution, a research center. We oversee three historic sites and protect a treasure trove of documents and artifacts for the public. But at the heart of it all, we are a network of people dedicated to preserving and exploring Kentucky's rich and fascinating past and then using the power of history to improve life today.

The KHS mission is to educate and engage the public through Kentucky's history in order to meet the challenges of the future. As a team member at KHS, you play a significant role in supporting our success and illustrating the relevance of history.

Job Summary:

The Registrar will work to fulfill the mission of the Kentucky Historical Society as well as to help their colleagues throughout the organization succeed. The position plays an integral part on a team that cares for collections. The Registrar is responsible for the physical and intellectual control of KHS collection objects. The Registrar also provides access and collections management expertise to enhance all types of KHS projects, programs, and activities. The Registrar manages the cataloging, documentation, and preservation activities for KHS as well as all loans to and from KHS. This position works to actively build, process, and promote all aspects of our collections. The Registrar is highly collaborative, often working in partnership with internal colleagues as well as supporting the needs of organizations across the Commonwealth.

Essential Duties and Responsibilities:

- Supervises the registration, cataloging, and records management of the KHS permanent collection, loaned collections, and special collections.
 - Oversees all registration aspects for the storage and handling of all collections, including records management and inventory control
 - Leads long-range planning efforts and day-to-day activities relative to collections stewardship, including the implementation of preventative conservation strategies and managing external conservation projects
 - Serves as Secretary and Ex-Officio member of KHS Collections Committee
 - Administers the KHS loan program
 - Manages collections insurance and claims



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- Ensures KHS compliance with NAGPRA (Native American Graves Protection and Repatriation Act) and other state and federal laws
 - Ensures that KHS promulgates the administrative regulations to implement Kentucky Revised Statutes (KRS) 171.830 to 171.849: Property on loan to Museums
- Manages the registration and catalog system to maintain applicability, consistency, and accessibility using standard practices consistent with an AAM accredited organization.
 - Maintains KHS collections policies and procedures and provides orientation to staff and volunteers on matters of collections access and documentation
 - Assists Library and Archives staff with rights and reproduction requests
 - Researches and understands existing KHS collections and assists with reference inquiries from both staff and the public
 - Manages requests for access to objects
- Manages the application of best practices and care for the use and accessibility of KHS collections.
 - Implements Integrated Pest Management monitoring program for Collections spaces
 - Monitors environmental conditions in collections spaces
 - Coordinates housekeeping of collections spaces
 - Collaborates with Curator to organize and plan for collections storage
 - Coordinates KHS's disaster preparedness as it pertains to the KHS museum collection.
 - Coordinates conservation care for KHS museum collection
- Provides leadership on collections use, ethics, and care metrics
 - Conducts staff and volunteer trainings on object handling, disaster preparedness, emergency management, pest management, and more
 - Works with KHS field services colleagues to assist statewide museums and local history organizations with technical support and information about best practices

Qualifications:

Education/Experience – Minimum 3 years professional experience in a museum or history-related institution with at least 2 years of supervisory experience in the same. Master's Degree in history, museum studies or related field.



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Communication – Demonstrated facility in public speaking, writing and communicating to multiple kinds of audiences.

Computer Skills – Advanced internet, word processing, database management, spreadsheets, and email use. PastPerfect experience preferred.

Work Environment – must have strong organizational and administrative skills and the ability to work collegially with staff and volunteers across the organization. Must be able to manage a project from concept to completion. Must be willing to work some evening, weekends, and occasionally travel.

Physical Demands – Must be able to lift materials of up to 25 lbs. Must be able to use a computer keyboard, must be able to visually inspect documents and make decisions from such, must be able to remain stationary for long periods of time (sitting/standing). Must be able to use ladders, bend/stoop/reach.

Special Requirements – Knowledge of material culture and museum cataloging practices. Adherence to professional codes of ethics and involvement in museum organizations. An understanding of NAGPRA (Native American Graves Protection and Repatriation Act).

Competencies/Behavior Dimensions

- *Passion for Kentucky history:* Passion for the KHS mission and core values: service, discovery, excellence, authenticity, stewardship. Possess the ability to communicate this passion to others.
- *Embrace Diversity:* Commitment to inclusiveness and empowerment.
- *Behave Ethically:* Understand ethical behavior and KHS Policies and Procedures, and ensure that their behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- *Communicate Effectively:* Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- *Creativity/Innovation:* Develop new and unique ways to improve operations of the organization and to create new opportunities.
- *Foster Teamwork:* Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- *Lead:* Positively influence others to achieve results that are in the best interest of the KHS.
- *Make Decisions:* Assess situations to determine the importance, urgency, and risks and make clear decisions which are timely and in the best interests of the KHS.



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- *Organize*: Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- *Plan*: Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results.
- *Solve Problems*: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- *Build relationships*: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the KHS.
- *Focus on client needs*: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- *Professional Development*: Actively participate in agency-approved internal and external professional development events, as needed or directed by their supervisor.

Direct Reports: None.