

**Assistant/Associate Registrar (Full-time, hourly, non-exempt)**

**Salary range: \$46,000-51,000**

The New Bedford Whaling Museum seeks a full-time, in-person (40-hour/week) *Assistant/Associate Registrar* to work collaboratively on the physical management, cataloguing, storage, and digitization of the museum's collection. As part of a team tasked with the physical and intellectual control of the collection, this individual will be responsible for the management of the collection and maintenance of item-level records in the CMS. In this role, they facilitate loans, deed of gift paperwork, accessions and deaccessions, manage shipping logistics and track the movement of physical objects from the collection via paper and digital registration. This individual is the "Administrator" on the Collections Management System *The Museum System (TMS)* and is responsible for creating and maintaining records, managing eMuseum, and establishing and maintaining data standards, authority tables, and hierarchies across the database, and developing database procedures for increased productivity and accuracy. They manage NAGPRA compliance for the museum in collaboration with consultants, oversee collections visits in the study room, and maintain paperwork related to the museum's compliance in all federal and international cultural heritage and property regulations. They act in accordance with the Code of Ethics and Professional Practices for Collections Professionals adopted by AAM. Reporting to the Associate Curator of Exhibitions & Collections, this is a full-time (40-hour/week) in-person, non-exempt position, and includes a robust employee benefits package.

**CORE RESPONSIBILITIES**

**Registration duties include:**

- Manage the registration of objects in the collection, including deeds of gift and new database records
- Continue ongoing maintenance of legacy collection records, including all digital and paper forms
- Manage incoming and outgoing loan activities
- Manage museum compliance with all collections-based regulations, including NAGPRA and MMPA
- Resolve old loans/abandoned property, found-in-collection objects, and inventory discrepancies, as needed
- Maintain and regularly update Standard Operating Procedures Manual, outlining expected Registration procedures clearly
- Monitor legal and ethical implications and standard of care transactions
- Responsible for logistics related to the movement of collections, including between storage locations, loans and traveling exhibitions, such as record keeping, condition reports, and organizing packing, insurance, shipping and receiving
- Ensure best practices for art handling, movement, installation, packing, shipping, risk management, and insurance
- Support exhibition activities, including in-house exhibitions, traveling exhibitions, and other collections-based curatorial projects, particularly related to registration, insurance, and movement of collections
- Ensure proper storage of incoming & outgoing loans and crates, including recording and communicating loan condition
- Track exhibition furniture, frames, non-accessioned component parts, reference materials, education collections, and other non-accessioned collections catalogued in CMS

**CMS duties include:**

- Serve as administrator for TMS and eMuseum
- Maintain data integrity, standards, and conformity in the Collections Management System
- Catalog current and update past CMS records using appropriate and consistent metadata
- Refine the organization and workflows, manage development of data entry standards for the CMS
- Maintain standards for all reports and document all reporting procedures
- Maintain knowledge of the CMS software and reporting tools (TMS/SQL/DBConfig/Composer)
- Manage CMS thesaurus and data hierarchies
- Use SQL to run data updates and data mining queries
- Ensure data security and integrity, systems integration, troubleshoot syncing, and perform regular CMS maintenance
- Document, communicate, and expedite TMS issues/bugs resolution and user requests
- Manage user accounts, security, and access privileges for the CMS
- Schedule and monitor database backups and set retention policies

**Department duties include:**

- Manage access to the collections study room for research visits; provide access to materials and monitor researchers

- Contribute to the Curatorial Department through the daily administration of the collections, including the preparation of reports, annual work plans, and budgeting, and by attending regular weekly team meetings
- Serve as an advocate for the collection at all levels of museum operations
- Supervise volunteers and interns, as assigned
- Some object preparation and exhibition installation work may be required
- Occasional travel is required as a part of this position
- Other duties that may be requested and required, as assigned

#### **SKILLS, KNOWLEDGE, AND ABILITIES**

- Highly detail oriented, responsible, and self-directed, with an ability to work independently and as a team
- Demonstrated knowledge of museum registration, standards and ethics for collections care, documentation, and cataloging
- Skills in organizing resources and establishing priorities
- Strong interpersonal skills and ability to deal effectively in a team environment
- Strong ability to communicate effectively, both orally and in writing, with different kinds of stakeholders from Donors and Board Members to shippers, packers, and installation technicians
- Ability to direct others in how to accomplish tasks or execute the movement of collections safely and effectively
- Understand and maintain the highest levels of discretion and confidentiality
- Experience with collections management databases, cataloging standards, and assigning metadata
- Strong computer skills and knowledge, including database management, spreadsheet, and digital imaging
- Experience with digital asset management, project management, and agile methodology is preferred
- Knowledge of data standards for museum collection management and culturally inclusive practices
- Knowledge of published vocabularies, standards, and linked data tools like AAT, TGN, ULAN, LCNAF, Wikidata
- Command of data management and data architecture, and principles of linked data
- Embraces and promotes diversity, equity, and inclusion initiatives; commitment to accessibility within the museum and digitally
- Ability to handle objects up to 55 pounds, see the normal range of color vision, and/or stand and/or walk an average of four (4) hours per day and climb a rolling ladder

#### **EDUCATION AND EXPERIENCE:**

- B.A. degree; specialization in museum studies, history, or related field *required*
- Minimum of two years of related experience demonstrating progressively responsible positions working in registration, collections management or data management with complex content database systems *required*
- Experience with The Museum System (TMS) or related CMS *required*
- Experience in museum registration; knowledge of collections management/registration procedures *required*
- 5+ years of museum experience and/or M.A. in museum studies, collections management or other related field *preferred*

#### **The New Bedford Whaling Museum**

The New Bedford Whaling Museum ignites learning through explorations of art, history, science, and culture rooted in the stories of people, the region, and an international seaport. Founded in 1903 as the regional historical society, NBWM interprets the history, economy, ecology, arts, and cultures of the South Coast of Massachusetts. We tell the stories of the many diverse communities that shaped this history, through excellence in collections, scholarship, and public engagement. Today, NBWM is a leader in the cultural landscape of the South Coast serving more than 80,000 visitors annually and offering engaging exhibitions, dynamic public programs, and vibrant educational activities for learners of all ages. The Museum inspires all visitors to reflect on the complex issues that shaped the past, remain critical today, and inform a sustainable future.

#### **TO APPLY**

Send cover letter, resume, and [Application for Employment](#) to Naomi Slipp, Chief Curator at [nslipp@whalingmuseum.org](mailto:nslipp@whalingmuseum.org). The application deadline is May 30, 2025, but qualified candidates will be reviewed on a rolling basis. No phone calls, please.

*The New Bedford Whaling Museum is committed to diversity among its employees and encourages qualified candidates from all backgrounds to apply.*