



**National
Nordic
Museum**

2655 NW Market St
Seattle, WA 98107

nordicmuseum.org

Job Posting

Registrar and Collections Specialist

Reports to: Chief Curator

Department: Curatorial

Status: Full-time, non-exempt

Compensation: \$23-25 per hour

Schedule: 40 hours per week

Location: On-site

Benefits: The National Nordic Museum offers a competitive benefits package including paid sick leave, 12 paid holidays and 2 floating holidays, access to an Employee Assistance program and 403(b) retirement plan, and exclusive Museum discounts. Additionally, employees who work 20+ hours per week earn vacation leave, and employees who work 30+ hours per week are eligible for our medical/dental insurance plan and FSA.

Date Posted: 10/4/2023

Position Overview:

The Registrar and Collections Specialist oversees a broad range of registration and collections management functions, including the documentation, care, conservation, security, storage, movement, and proper exhibition of the permanent collection. This position also performs registration functions related to temporary exhibitions, such as preparing loan agreements, completing condition reports, and making insurance and transit arrangements, and follows established procedures and professional best practices in all aspects of the work.

Essential Job Functions:

Permanent Collection

- Oversee the care and maintenance of the National Nordic Museum's permanent collection.
- Oversee all aspects of registration for the storage and handling of objects, including records management, inventory control, and risk management.
- Assist with the development, implementation and maintenance of Collections Department policies, procedures, and plans.
- Implement procedures for accessioning, cataloging, and deaccessioning the collections.
- Coordinate the documentation, accessioning, and condition reporting of new acquisitions.
- Under the supervision of the Chief Curator, direct deaccessioning projects, including review, documentation, and physical removal of selected objects.



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- Oversee annual inventory of the permanent collection and perform periodic condition reporting of collections objects.
- Develop and implement disaster management procedures and policies relevant to the collections.
- Serve as a leading advocate within the institution for safety and risk mitigation in all areas of collection care and movement, including providing initial and ongoing staff training in object handling.
- Act as a courier to accompany loans, as needed.
- Under the supervision of the Chief Curator, develop collections-related budget.

Temporary Exhibitions

- Coordinate exhibition logistics including facility reports, loan agreements, incoming and outgoing condition reports, packing, shipping, receiving, unpacking, installation, storage, and courier arrangements.
- Supervise the unpacking, installation, deinstallation, and re-packing of objects.
- Review contracts, exhibition insurance, federal indemnity, immunity for seizure applications.
- Monitor conditions of environment and objects in the galleries and report on findings.
- Work closely with the collections and exhibitions teams, as well as art handlers, to install exhibitions.
- Assist with transportation and lodging arrangements of traveling couriers.
- Assist the Chief Curator with exhibitions-related correspondence.
- Perform other special projects and duties as assigned.
- Consistently apply best practices and professional standards of collections care and management when performing all duties.

Knowledge, Skills, and Abilities:

- Comprehensive knowledge of best practices and professional standards in museum registration and collections management.
- Previous registration and collections management experience.
- Experience with international loans is preferred.
- Highly organized, accurate and detail oriented.
- Demonstrated ability to manage schedules and meet deadlines.
- Excellent verbal communication, effective listening, and interpersonal skills.
- Excellent written communication, writing and editing skills.
- Ability to balance multiple projects, prioritize tasks, and problem solve.
- Ability to work independently and in a team setting.
- Ability to take initiative and ask questions.
- Adaptable to changing business situations and environments.



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Requirements:

- BA or equivalent + 3 years of relevant museum experience working in a curatorial or exhibitions department.
- Proficient in MS 0365 applications, including Outlook, Word, Excel, Publisher, PowerPoint, etc.
- Experience with PastPerfect (or similar) collections management software.
- Occasional weekend and evening work.
- Valid driver's license.
- Ability to lift 50 lbs.
- Ability to be seated/standing for extended periods.

NOTE: This job description is not intended to be all-inclusive. All employees are expected to perform other duties to meet the ongoing needs of the organization.

To Apply:

Please e-mail cover letter and resume to: hr@nordicmuseum.org with "Registrar and Collections Specialist Application" in the subject line. Incomplete submissions will not be considered. Position open until filled. No phone calls please.



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About the Museum

Founded in 1979, the National Nordic Museum is the only institution of its size and scale in the United States to present the history and culture of the entire Nordic region (Denmark, Finland, Iceland, Norway, Sweden, the regions of the Faroe Islands, Greenland, and Åland, and the cultural region of Sápmi) and the legacy of Nordic immigrants to the United States.

Located along Seattle's working waterfront in an iconic building that embodies Nordic design, the institution is both a museum and a community gathering place.

Our Mission

The National Nordic Museum shares Nordic culture, values, and ideas with people of all ages and backgrounds to create connections, generate dialogue, and inspire new perspectives.

Our Vision

Through the history we illuminate, the stories we tell, the connections we make, and the values we promote, we inspire our visitors to create a more vibrant, more just, more sustainable world.

Our Values

- Openness: Foster trust and tolerance, and support everyone's right to express their opinions.
- Sustainability: Embrace a connection to nature and employ responsible practices that demonstrate respect for our environment.
- Social Justice: Exhibit compassion, respect others, and manifest a conviction for the equal value of all people.
- Innovation: Encourage creativity, resourcefulness, and new ways of thinking.

Equal Opportunities for All

The National Nordic Museum provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.