



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
MUSEUM REGISTRAR
(HISTORICAL SERVICES)
PARKS, RECREATION AND TOURISM

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for performing difficult research, documentation and inventory in the maintenance of the historic sites's artifact and archival collections. Reports to the Historic Site Curator.

ESSENTIAL JOB FUNCTIONS

Performs historical research with The National Archive, Historic Society, Library of Congress and other resources to document and authenticate artifacts in the historic site collection. Develops and maintains artifact registration, cataloging, and recordkeeping system; documents the accession and de-accession of articles into and out of the museum collection. Oversees the accessioning of artifacts; registers, catalogs and inventories the collection; ensures proper handling of items; ensures loans and donations are properly insured and documented. Moves and transports artifacts in and out of storage. Assists private individuals with identification of artifacts.

Interacts with the public and others outside the work unit to obtain and provide information and assistance in a variety of circumstances; prepares scripts for and conducts tours and lectures for visitors as well as various historical societies and civic groups; composes information for historic site and trail markers. Coordinates the volunteer program; instructs volunteers on the proper way to give tours and presents information relating to historic sites, events, and artifacts. Supervises interns in the research and cataloging of artifacts.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Historic Services - Comprehensive knowledge of historical events and their causes, indicators, and effects on civilizations and cultures. Comprehensive knowledge of the theories and practices of proper preservation techniques used on historical artifacts. Comprehensive knowledge of the methodologies of historical research, archival management and the legal ramifications of historical artifacts within a museum. General knowledge of the proper methods and techniques of researching, preparing and disseminating historical information.

- Technology – Knowledge of office equipment and personal computer to include word processing and a variety of presentation media.
- Customer Service – Considerable knowledge of principles and processes for providing customer service.

REQUIRED SKILLS

- Critical Thinking – Using logic and reasoning to understand, analyze, and evaluate complex situations and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations.
- Time Management - Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology to meet strict deadlines.

REQUIRED ABILITIES

- Communication – Ability to communicate complex and technical ideas and proposals effectively so others will understand to include preparation of reports, schedules, and documentation. Ability to listen and understand information and ideas presented verbally and in writing.
- Research and Analysis – Ability to analyze, interpret, and apply research findings and recommendations. Ability to research and develop training and safety related programs and curricula from a variety of sources to include federal and state safety regulations.

EDUCATION AND EXPERIENCE

Requires a Bachelor’s Degree in History or related field and 3-5 years of related experience, or an equivalent combination of education and experience. Master’s Degree in History or related field is preferred.

ADDITIONAL REQUIREMENTS

Acceptable general background check to include a local, state, and sex offender criminal history check and a valid driver’s license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.