



**JOB TITLE: Collections Manager & Registrar**

**REPORTS TO: Director, Collections & Exhibitions**

**FLSA: Exempt \$65K - \$75K**

**DATE: August 2025**

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### **ORGANIZATION MISSION**

The National Civil Rights Museum, located at the historic Lorraine Motel, honors and preserves the legacy of Dr. Martin Luther King. We chronicle the American civil rights movement and tell the story of the ongoing struggle for human rights. We educate and serve as a catalyst to inspire action to create positive social change.

### **POSITION SUMMARY**

The Collections Manager & Registrar is responsible for the overall care of the collection of the National Civil Rights Museum by developing and implementing policies and procedures that ensure the proper documentation, indemnification, protection, movement, and installation of works of art, objects, artifacts, and material culture. The Collections Manager & Registrar also makes the collection accessible to the museum's internal and external audiences while ensuring the museum maintains a high level of accuracy and operates at the highest professional and ethical standards as established by the American Alliance of Museums. Serving as the primary contact for public and media inquiries regarding the collection, the Collections Manager & Registrar also continually researches the collection and possible acquisitions.

As the museum ventures into its next phase, the Collections Manager & Registrar will manage and lead the organization's moves into digitizing its collection.

### **JOB RESPONSIBILITIES**

#### **GENERAL**

- Reports to and works under the general supervision of the Director, Collections & Exhibitions
- Answers inquiries from the public and the media regarding the collection, and manages all incoming and outgoing loans & image use requests

- Assists in budget preparation and reports and maintains annual collections budget
- Work collaboratively with the Development and Education and Interpretation Departments in grant writing and submission
- Collaborate with Education and Interpretation Department team on projects

#### COLLECTIONS MANAGEMENT & CARE

- Develop, revise, and implement policies and procedures regarding care, preservation, conservation, storage, documentation of the museum's collections ensuring all activities meet all legal and regulatory standards.
- Research the museum collection as well as artifacts significant to the American Civil Rights Movement and the museum's mission.
- Maintain and update collections catalog through TMS, collections database software
- Prepare condition reports involving exhibit structures, Museum collections and incoming artifacts in collaboration with the Exhibition Designer & Preparator.
- Partner with Operations to ensure proper environmental conditions and security for artifacts and exhibits
- Train staff in collections care and maintenance
- Manage and lead the museum's collections digitization efforts
- Create written articles, blogs, or other copies in collaboration with Marketing as needed.

#### EXHIBITIONS

- Conduct regular assessments (weekly and monthly) of the condition and environment of permanent and traveling exhibitions; submits report to senior level staff.
- Work collaboratively with the Exhibition Designer - Preparator and Operations regarding shipping and receiving, housekeeping procedures, repairs, security and installation/de-installation of exhibitions and objects.
- Coordinate loan agreement and details regarding traveling exhibitions
- Work collaboratively with Chief Financial and Operating Officer regarding insurance coverage for loans and temporary exhibitions.
- Collaborate with Exhibition Designer - Preparator on care of exhibitions (permanent and traveling) and collections items
- Communicate traveling exhibit restrictions to museum departments
- Maintain documentation and records regarding object loans, traveling exhibitions, image licenses and reproduction privileges.
- Present on Museum collections to internal and external audiences in collaboration with the Director, Collections & Exhibitions
- Serve on museum exhibitions team

## **OTHER FUNCTIONS**

The Collections Manager & Registrar performs additional functions (essential or otherwise), which may be assigned from time to time. The position may require work on weekends, nights, and holidays to accommodate facility programming and utilization.

## **TYPICAL PHYSICAL / SOCIAL REQUIREMENTS**

### **KEY COMPETENCIES**

- Accuracy: Maintain a high level of detail and accuracy in management and completion of tasks, maintains clear, clean, and accessible records
- Adaptability: Adjust to changing situations, learn new and different tasks, responds appropriately to constructive feedback
- Attitude: Maintains a positive attitude and contributes to an encouraging and empowering work environment. Has a sense of humor.
- Communication: Strong written and verbal skills, can speak and write clearly and concisely
- Collaboration: Ability to work with diverse staff, and outside stakeholders
- Dependability: Maintain an acceptable attendance record, complete work as scheduled
- Flexibility: Balance departmental priorities with museum-wide goals and Objectives
- Interpersonal: Comfortable interacting with diverse audiences including the general public, the department, and across the museum. Strong people skills

### **PHYSICAL**

- Requires the ability to operate general office equipment and move Museum exhibits, artifacts, etc. weighing up to 60 lbs. on occasion
- Occasionally required to work outside and offsite
- Must be able to operate electrical equipment (drills, hammer, & screwdriver) for creation and maintenance of exhibits
- Occasionally subjected to nuisance dust
- Bending, stooping, and flexibility needed for creation/maintenance of exhibits
- May be exposed to confined spaces or heights

## **MINIMUM QUALIFICATIONS**

- Master's degree preferred, with a focus in Museum Studies, Public History or related field

- 3 - 5 years of museum related experience required, or any equivalent education and experience that would demonstrate ability to meet essential functions of the position
- Must have demonstrated education or knowledge of African American history/studies and/or the American Civil Rights Movement
- Skills in collections management, exhibit handling, art handling and shipping, and administration required
- Experience with collections management software (TMS), and Microsoft Office
- Strong administrative and organizational skills
- Familiarity with operating a digital camera and scanner
- Familiarity with collections digitization
- Ability to work collaboratively as part of a team and across departments in a fast-paced dynamic environment.
- Ability to work in a self-directed capacity
- Strong problem-solving & project management skills
- Able to make sound judgments, multi-task effectively, meet deadlines and achieve organizational goals and objectives.
- Must possess a valid state driver's license

Send resume along with cover letter to: [eharper@civilrightsmuseum.org](mailto:eharper@civilrightsmuseum.org)