

The Silver City Museum seeks a Registrar and Collections Manager. This person will be responsible for all aspects of registration and collections care and serve as Photo Archivist.

The ideal candidate will have experience assessing and updating registration and collections procedures. This individual will be someone who enjoys problem solving and organizing both record-keeping systems and collections storage. The person in this position will need to have the ability to remedy registration issues and backlogs. This is an opportunity to be an integral part of a local history museum taking on challenges and contributing to policy and exhibits.

The Registrar and Collections Manager will be involved in setting long range and short range priorities, preparing for AAM reaccreditation, overseeing collections inventories, collections care, database management with PastPerfect, digitization projects, and grant writing. This person must be able to manage multi projects and deadlines.

Collections strengths at the Silver City Museum are historical photographs and textiles (costume). The scope of our [Collections](#) spans the entire period of human habitation in southwest New Mexico. The Museum's most significant artifact is the 1881 H.B. Ailman House, which is on the National Historic Registry. Accordingly, the Registrar and Collections Manager will need to work with the Director and Town Board Facilities Committee in addressing the needs of this structure.

The Registrar and Collections Manager oversees and is responsible for:

- All Museum registration functions
- Collections storage, condition and care
- Proper artifact handling
- Rights and reproductions
- Loans, insurance, and all legal matters governing the collection
- Updating and adhering to collections management, collections care, disaster and emergency policies.

Reports to the Museum Director. Other duties as assigned.

Required:

- BA in Museum Studies, Museum Administration, History, American Studies or related field.
- Minimum five years' full-time employment in a Museum or very similar setting working in registration and/or collections care.
- Minimum of two years working with museum collections databases and creating catalog records.
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- Must be familiar with best practices in the field and proactively keep up with innovations.
- Impeccable record-keeping.
- Strong interpersonal, organizational, writing, proofreading and analytical skills, with meticulous attention to detail.
- Excellent customer service skills and ability to work with museum staff as well as colleagues at other institutions in securing and granting loans.

- Experience in artifact handling, condition reporting, some knowledge of conservation practices.
- Experience with and knowledge of photographs, textiles, and a wide range of historical and archaeological materials.
- Adherence to best practices for housing and care.

- Serve photo archivist functions.
- Experience with scanning, image processing, storing of images.
- Knowledge of digitization standards, procedures and best practices.

- Ability to work alone, to supervise volunteers, and to work as part of a team with the Museum Director, Exhibits Designer and the Museum Educator.

- Facility with PastPerfect software or significant experience with other museum database programs and ability to quickly learn PastPerfect. Facility with Microsoft Office Suite and Adobe. Acrobat and Bridge. At least basic knowledge of Adobe Photoshop.

- Ability to exercise discretion and independent judgment.
- Must have or obtain a NM drivers license

Preferred:

- MA in Museum Studies, Museum Administration, History, American Studies or related field.
- Some familiarity with southwest American history. Knowledge of historic preservation.
- Advanced experience working with Past Perfect software.
- Experience with the AAM accreditation or reaccreditation process extremely helpful.

Mission:

The Silver City Museum creates opportunities for residents and visitors to explore, understand, and celebrate the rich and diverse cultural heritage of southwestern New Mexico by collecting, preserving, researching and interpreting the region's unique history.

Our Museum:

The Silver City Museum, opened in 1967, is a department of the Town of Silver City that appreciates the efforts of residents, visitors and sponsors that help the museum in many ways. Housed in the restored 1881 Mansard/Italianate H.B. Ailman House, the museum collection resource materials include some 55,000 objects relating to the peoples and history of southwest New Mexico. Also, in support of the museum, the Mayor of Silver City appoints a 12 member advisory board devoted to the promotion, maintenance and development of the Silver City Museum.

Silver City:

A vibrant, diverse community with a historic downtown arts district and close proximity to the Gila Cliff Dwellings and Wilderness, Silver City is located in southwestern New Mexico but offers a mild climate because of its high elevation.

Formerly the site of an Apache encampment, Silver City was founded as a mining town in 1870 and went on to become a colorful wild west town. Spanish soldiers were first introduced to mines in the area by Native Americans around 1799. Today, the population of Silver City is about 52% Hispanic. Mining continues to be a major industry for the area along with tourism, retirement, and trade. Silver City is also home to Western New Mexico University.

The Town of Silver City provides a generous benefits package and pension plan.

Hiring decisions are contingent upon the results of a physical examination, including alcohol/drug screening, driving history, and background check.

Equal Opportunity Employer/M/F/D/Veterans Preference.

Best consideration will be given to applications submitted by April 1, 2017. Position will be open until filled. Please visit the Town of [Silver City Personnel Department Page](#) to download the [Town Employment Application Form](#). To apply send a cover letter, resume, and completed Town Application Form to Celia Dominguez, Personnel Officer. By mail P.O. Box 1188, Silver City, NM 88062, email personnelofficer@silvercitynm.gov, or fax (575) 534-6377.