

## **JOB DESCRIPTION**

### ***Librarian and Registrar***

**REPORTS TO:** Director of Collections and Exhibitions

**STATUS:** Full Time, Exempt

#### **MISSION & DESCRIPTION OF THE METAL MUSEUM**

---

The Metal Museum is the only museum of its kind in the country dedicated to preserving, promoting, and advancing the art and craft of fine metalwork. The Museum engages the metals community and the surrounding region through exhibitions, collections, studio practice, and community education and engagement. The permanent collection and exhibition programs reflect a wide range and mixture of metalsmithing, including ferrous and nonferrous metals, hollowware, jewelry, and architectural elements. With its unique focus on artwork and fine crafts made in metal, the Metal Museum helps initiate and promote dialogue and understanding of the field and its relevance in our modern culture.

#### **PURPOSE**

---

To promote the proper care, organization, and accessibility of the Metal Museum's library, archives, and art collections.

#### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

---

##### **ADMINISTRATION:**

- Assist leadership in creating and implementing institutional policies, procedures, and best practices, encompassing museum collections.
- Cultivate relationships with artists, collectors, donors, industry colleagues, and other key stakeholders.

##### **LIBRARIAN AND ARCHIVAL DUTIES:**

- Catalog and classify library materials according to the Library of Congress system.
- Assist with the creation and implementation of collections development plans for the library and archive.
- Oversee materials maintenance such as book repair, book inventories, weeding, and disposition.
- Create displays and online content that complement exhibitions, museum events, or special projects. Work with the Collections Manager to arrange special art displays within the library spaces.
- Conduct archival records processing, rehousing, and creating finding aids.
- Serve patrons, researchers, and Museum staff with library, archive, or art-related inquiries.
- Create digital exhibitions from the museum's physical exhibitions.
- Initiate, plan, and facilitate oral history interviews.
- Manage library and archive donations including soliciting materials and managing paperwork.
- Assist with the creation of exhibition catalogs.
- Task-supervise interns and project workers and help with applying for grants.
- Monitor and address environmental issues and pest management in collections spaces. Analyze environmental conditions monthly and coordinate adjustments in a timely manner.

##### **REGISTERIAL DUTIES:**

- Update and maintain the museum collections database.

- Assist with paperwork related to art acquisitions, accessions, deaccessions, dispositions, shipments, gifts, and loans, and store materials and data appropriately Museum systems.
- Perform condition assessments on collections and loan objects.
- Assist with exhibition changeovers.
- Perform couriering duties.
- Assist with art collection inventories and object location tracking.
- Document art moves.
- Document exhibitions for the museum archive.
- Handle art.
- Send facilities reports to lenders.
- Review all art packing before shipping and help with shipping arrangements.
- Support exhibition planning, including image rights/permissions, research, proofreading, and preparation of exhibition materials.

#### **OTHER DUTIES:**

- Provide break coverage for the front desk, library, and museum store as needed.
- Participate in and assist with events such as Repair Days, Whet Thursdays, and other special events.
- Other duties as assigned.

#### **QUALIFICATIONS & QUALITIES OF THE IDEAL CANDIDATE**

---

##### Required:

- Bachelor's (master's preferred) in Library and Information Science, Archival Studies, Museum Studies, or similar field of study.
- Minimum of one year of experience with museum collections, object handling, and database records preferred. Will consider an equivalent combination of relevant education and experience. Internship experience qualifies.

##### Preferred:

***In keeping with our commitment to inclusivity, we encourage applications from individuals whose experience and qualifications may not fully correspond to every listed requirement.***

- Archival processing and library cataloging experience.
- Experience with domestic and international shipments.
- Genuine interest in museums, metalworking, and visual arts.
- Knowledge of museum best practices regarding proper care, handling, display, and storage of objects.
- Commitment to working according to the American Alliance of Museum's established code of ethics and professional standards of practice.
- Meticulous work habits, attention to detail, and follow-through on assignments.
- Ability to work with a diverse array of people, including supporters, vendors, volunteers, and staff.
- Genuine commitment to building and maintaining a network of industry professionals and artists.
- Experience with basic tools, exhibition prep work, and understanding of and commitment to workplace safety best practices.

#### **SKILLS & TECHNICAL COMPETENCIES**

---

- Proficient in Microsoft Office Suite, G Suite, and Adobe Acrobat Pro. Previous collections database experience is required.
- Experience working with art and other objects of varying sizes and materials.
- Familiarity with safety protocols, procedures, and regulations, including knowledge of proper lifting techniques, how to use personal protective equipment (PPE), handling hazardous materials, and emergency response protocols. Ability to anticipate and address logistical, technical, and unexpected obstacles and implement creative solutions to overcome challenges.
- Excellent communication skills, both oral and written.
- Able to take initiative and anticipate actions that are needed.
- Ability to organize and plan schedules within a changing work environment while adhering to the time-sensitive nature of museum production work and to coordinate several tasks simultaneously.

## PHYSICAL REQUIREMENTS

---

The physical requirements described here are representative of those an employee must meet to successfully perform the essential functions of this job. The employee may be required to walk, crouch, climb ladders, and sit or stand for extended periods. They must have sufficient dexterity and hand-eye coordination to handle objects safely, as well as the ability to lift and move items of varying weights and sizes. Some projects may require lifting or moving objects weighing up to 50lbs.

## HOURS, COMPENSATION, AND BENEFITS

---

The work week for this position is Monday through Friday, 9:30AM – 5:00PM. Additional hours (nights and weekends) may be required. All full-time staff are expected to be available to assist with Museum events. All Museum staff must be available the week before, during, and after Repair Days, which is held annually in the fall. All Museum staff are also expected to be present for the grand opening events surrounding the opening of the new museum building in Overton Park in September 2026.

The starting salary for this position is \$45,000 per year. Salary is contingent on experience and ability. Benefits include health insurance and a 3% Simple IRA employer match after 2 years of employment.

## TO APPLY

---

Send a cover letter detailing fit and interest in position, resume, and three references to [careers@metalmuseum.org](mailto:careers@metalmuseum.org). Please reference “Librarian/Registrar” in the subject line. **Please, no phone calls.**

The Metal Museum is committed to building a culturally diverse staff and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We strongly encourage LGBTQIA+ individuals, people with disabilities, Black, Indigenous, and people of color to apply.