



COLLECTIONS REGISTRAR

The Organization: The Georgia Historical Society (GHS) is the premier independent statewide institution responsible for collecting, examining, and teaching Georgia history. GHS houses the oldest and most distinguished collection of materials related exclusively to Georgia history in the nation. To learn more, go to www.georgiahistory.com.

Summary: The Collections Registrar manages the GHS collection by meticulously documenting, tracking, and overseeing the logistics of collection materials, from new acquisitions to legal provenance and accurate record-keeping. The Collections Registrar handles paperwork, coordinates delivery, manages condition reports, and works closely with archivists and conservators to safeguard the collection's integrity while facilitating access. The position bears primary responsibility for the care and management of records related to the GHS collection of historical documents, artifacts, rare and non-rare books/serials, and archival materials in accordance with professional standards and established policies and procedures.

The successful candidate is an experienced and motivated professional able to meet the demands and productivity goals of a fast-paced environment. The Collections Registrar is a detail-oriented project manager who ensures the legal, logistical, and informational health of the GHS collection. This is a full-time benefited position based in Savannah, Georgia.

Job Duties and Responsibilities include (Incumbent may perform other duties as assigned):

Documentation & Data Management (percent of time spent 55%):

Creates and maintains detailed records (files, digital databases) for collection items, including provenance, condition, location, and usage history. Maintains accurate records of acquisitions, loans, conservation efforts, and deaccession processes, ensuring compliance with legal and ethical standards. Manages the incoming process for new donations or purchases, verifies legal ownership (deeds of gift), and assigns unique accession numbers. Schedules, prepares, and participates in regular acquisition meetings. Prepares the necessary paperwork for collection donor acknowledgement and other necessary documentation. Ensures security files and donor files are maintained for all collections.

Collection Care & Risk Management (percent of time spent 25%):

Works with archivists to complete object condition reports and ensures proper storage for all collections. Documents conditions with condition reports during acquisition process to prevent damage. Monitors storage conditions and collaborates with archivists and conservators to ensure collection items are housed and handled correctly. Conducts condition reports, inspections, and periodic audits of the collection.

Logistics & Administrative (percent of time spent 20%):

Manages the physical movement, storage, and display of collection items as needed. Ensures the maintenance of and adherence to established collection policies and procedures in accordance with professional and ethical standards, including industry best practices and institutional guidelines. Assists in generating reports for board meetings or grants related to collections and exhibitions. Oversees insurance, appraisals (where required), and risk management related to storage, loans, shipping, exhibitions, and object handling. Provides access to collection items for internal staff, external researchers, and public inquiries.

Supervisory Responsibilities: Interns and volunteers.

Qualifications: This position requires professionalism, adaptability, emotional maturity, and sound judgment in a demanding and fast-paced environment. The ideal candidate demonstrates an employment history reflecting tenure and stability and is comfortable working selflessly behind the scenes for the good of the institution.

Demonstrated knowledge of best practices in the archival profession, including processing collections, care and handling of archival materials in a variety of formats, preservation, appraisal, and reference services. Demonstrated experience with collections management methods and tools required, including archival software. Demonstrated knowledge of standard tools for creating catalog records and of computerized cataloging, bibliographic and circulation system databases.

Superior written, verbal, and interpersonal communication skills; outstanding analytical skills and problem solving skills; proven project-management skills with the ability to achieve results with nominal supervision; excellent attention to detail; a team player with a strong work ethic who can develop and maintain a positive and highly productive work environment while maintaining flexibility; ability to successfully interact and collaborate with key stakeholders; ability to prioritize and multi-task efficiently and respond to a high volume of ongoing requests in a timely fashion; ability to adapt and be flexible in a dynamic work environment; proficient computer skills (e-mail, Internet, Microsoft Office - Word, Excel and PowerPoint). Ability to work both independently and as part of a team in a positive and upbeat manner. Must represent the institution in a professional manner and be able to work well with diverse groups of people including patrons, researchers, board members, donors, volunteers, and staff.

Education & Experience: Professional degree in Library/Information Science, Museum Studies, Art History, or a related field (master's degree preferred). Minimum of five (5) years of experience in registration or collections management in an archive, museum or gallery setting. Proficiency in collections management software – experience with ArchivEra a plus.

Physical Requirements: Must have the ability to alternate between sitting, standing, and walking. Must be able to reach with hands and arms, lift and carry objects up to 50 pounds occasionally, and use hands to manipulate objects including a keyboard/mouse and GHS collection material. Must be able to interpret documents and communicate with colleagues, donors, patrons, and the general public in person and over the phone. Must be able to ascend/descend ladders and stairs while carrying objects and work in semi-confined spaces. While performing the duties of this job, the employee may be regularly required to reach, stoop, and kneel to reach materials at various angles and locations occasionally.

To Apply:

Send Cover Letter, Resume, and Salary Requirements to:

Collections Registrar

Georgia Historical Society

104 West Gaston Street

Savannah, GA 31401

Fax: 912.651.2831

Email: jobs@georgiahistory.com

No Phone Calls Please
