
Museum Registrar Resume

Job Objective

To gain employment as Museum Registrar where I can use my skills in planning and coordination.

Highlights of Qualifications:

- Admirable experience in developing exhibit for museums
 - Sound knowledge of museum registration methods and regulations
 - Profound knowledge of maintaining museum files and records
 - Familiarity with filing and record keeping principles and procedures
 - Wide knowledge of museum collection program
 - Proficient with collection management software and MS Office Software
 - Ability to provide museum course studies
 - Ability to coordinate with curators and consultant
 - Ability to maintain documentation and inventory of collection materials
 - Ability to document museum collections
 - Ability to maintain record and transport art
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Professional Experience:

Museum Registrar
Stuhr Museum, Hastings, OK
August 2007 – Present

- Coordinated with associate director and curator for everyday activities.
- Administered collection of database and processes all requests.
- Managed various museum objects and arranged for insurance for items.
- Monitored installation of various exhibits within museum.
- Inspected objects when entering and leaving facility to ensure authenticity.
- Prepared required paperwork for individual items within exhibition.
- Managed regular communication with clients, artists and shipping agents.
- Coordinated with assistant registrar and registrar to maintain inventory.

Museum Registrar
Farnsworth Art Museum, Hastings, OK
May 2004 – July 2007

- Maintained documents for all museum security processes and regulations.
 - Provided assistance to student on all museum courses.
 - Developed records of media archives and maintained lost of all media collections.
 - Implemented collection policies and procedures and provided update to it.
 - Evaluated borrower facilities reports and maintained it.
 - Developed various museum policies for loans and purchases.
 - Developed various analytical and statistical reports to ensure effectiveness of programs.
 - Performed extensive research on every individual piece within museum.
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Education:

Bachelor's Degree in Museum Studies
Fairleigh Dickinson University, Teaneck, NJ

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