

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

1. POSITION INFORMATION

CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Registrar of Interpretive Collections	Collections Registrar
NAME OF INCUMBENT:	POSITION NUMBER:
	317-211-2806-001
CBID/WWG/PROBATION:	UNIT NAME:
R01/WWG2/6 months	Programs
SUPERVISOR'S NAME:	SUPERVISOR'S CLASSIFICATION:
	Deputy Director
SCHEDULE / SHIFT:	REVISION DATE:
	03/21/2025

Duties Based on: ☒ FT ☐ PT– Fraction ☐ INT ☐ Temporary – hours

2. REQUIREMENTS OF POSITION

Check all that apply:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required | <input type="checkbox"/> EPA Section 608 Technician Certification |
| <input type="checkbox"/> State Issued Uniform | <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check |
| <input type="checkbox"/> Requires DMV Pull Notice | <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) |
| <input checked="" type="checkbox"/> Medical Examination/Testing | <input type="checkbox"/> Other (<i>specify below in Description</i>) |

Description of Position Requirements

(e.g., Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

See classification specifications.

3. DUTIES AND RESPONSIBILITIES OF POSITION

General Statement

(Briefly describe the position's organizational setting and major functions)

Under the general direction of the Deputy Director, the Registrar of Interpretive Collections performs work to support the California African American Museum's collection management. Under the working title, Collections Registrar, the incumbent is responsible for the cataloging, care and preservation of all art objects related to the collection of California African American Museum and traveling exhibitions. The incumbent is responsible for maintaining an accurate database and ensuring proper storage for art and compiling the legal documents relating to museum collections and loans. The Collections Registrar oversees the care and maintenance of collections in accordance with best practices established by the American Alliance of Museums while in the museum's care, on exhibition, in storage, and on loan to and by the museum. This involves the intake of all incoming and outgoing art loans, conditioning of temporary and permanent collection exhibitions, overseeing the scheduling of transport of art shipments, insurance, loan agreements, deeds of gifts, condition care and conservation, rights, and reproduction, updating condition reports and all related documentation.

Name of Incumbent

Civil Service Classification

Position Number

Registrar of Interpretive
Collections

317-211-2806-001

Percentage of Duties	Essential Functions
20%	<p>Collections and Exhibits Documentation. Proactively manage the receipt, inspection, accessioning, documentation, labeling, and cataloging of objects acquired for collections and exhibitions. Ensure all acquired objects meet museum standards by creating detailed condition reports and overseeing deaccession procedures in line with the museum's collection management policies. Lead the secure and efficient movement, exhibition, storage, and disposition of art objects. Collaborate closely with conservators, preparators, designers, curators, and photographers to guarantee the safe handling and display of collections while maintaining meticulous records of object conditions and locations.</p> <p>Collections and Donations. Facilitate the donations and accessions process of the museum's art and artifacts, ensuring a seismically safe, climate-controlled storage environment. Work collaboratively with donors to meet appropriate documentation requirements and ensure compliance with museum policies. Oversee the movement of objects within and outside the museum, coordinating logistics with internal and external stakeholders. Conduct regular inventories of the collection areas, maintain comprehensive storage records and shelf lists to ensure the collection's security and integrity.</p> <p>Loan and Insurance Management. Lead the arrangement insurance for the permanent collection and coordinating incoming or outgoing loans, including the preparation federal indemnity applications for international exhibitions, maintaining appropriate insurance coverage, calculating premiums, and processing liability and damage claims with accuracy and diligence. Prepare agreements for outgoing and incoming loans, special exhibitions, or permanent installation of objects. Draft loan agreements, exhibition contracts, condition reports, and facility reports, ensuring all documentation is thorough and aligns with museum policies.</p> <p>Shipping and Object Handling. Coordinate all logistics related to the shipping of art objects, including the packing, crating, and couriering of items. Inspect objects upon arrival or departure, updating condition reports as necessary. Establish and confirm shipping dates and methods in coordination with internal teams and external partners to guarantee the safe and legal transport of objects. Work collaboratively with curators, conservators, preparators, and external parties, including airline personnel and cargo handlers, to schedule and monitor the safe handling of objects. Maintain a leadership role in ensuring all parties understand the legal and safety requirements for the movement of collections.</p> <p>Research and Compliance. Lead research efforts to provide accurate information on loans, special collections, packing, shipping, and insurance to museum administrators, staff, board members, and external partners. Ensure all collections management activities are in full compliance with federal, state, and local laws by actively promoting adherence to legal and regulatory standards, ensuring the museum's operations reflect best practices in the care and management of art collections.</p>
20%	
20%	
20%	
15%	
Percentage of Duties	Marginal Functions
5%	<p>The incumbent will perform other job-related duties as required to fulfill the department mission, goals, and objectives. Additional duties may include, but not be limited to: (a) assisting where needed within the program, which may include special assignments; (b) complying with general State and department administrative reporting requirements (i.e. completion of time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and (c) attendance at staff meetings and training.</p>

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4. WORK ENVIRONMENT (Choose all that apply)

Standing: Frequently - activity occurs 33% to 66%

Sitting: Continuously - activity occurs > 66%

Walking: Frequently - activity occurs 33% to 66%

Temperature: Temperature Controlled Office
Environment

Lighting: Artificial Lighting

Pushing/Pulling: Occasionally - activity occurs < 33%

Lifting: Frequently - activity occurs 33% to 66%

Bending/Stooping: Occasionally - activity occurs < 33%

Other:

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

Typical Work Environment

☐ Private Office ☒ Cubicle ☐ Shop ☐ Assigned Area ☐ Other

Telework Status:

- ☒ Office-Based - 0% telework
☐ Office-Centered 20 – 40% telework
☐ Remote-Centered 60 – 100% telework

NOTE: If eligible, an approved STD 200 Telework Agreement is required to be submitted to the Telework Coordinator and may require, as a prerequisite, full on-boarding and specific training.

5. SUPERVISION EXERCISED:

(List total per each classification of staff)

None.

6. SIGNATURES

Employee's Acknowledgement:

My signature below indicates that I have read and understand the duties listed above and certify that I possess the required skills, knowledge, experience, and personal characteristics; including integrity, initiative, dependability, good judgement, ability to work cooperatively with others, and the ability to perform the assigned duties as described above with or without reasonable accommodation*.

Employee's Name:

Employee's Signature:

Date:

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position with the employee and have provided a copy of the Duty Statement to the employee.

Supervisor's Name:

Supervisor's Signature:

Date:

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7. HR USE ONLY

HR Approval

<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	HR Director Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	<i>JS</i>	3/21/2025

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

**If Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit it to Reasonable Accommodation Coordinator.*

List any Reasonable Accommodations made:

Form Routing: After signatures are obtained, make 2 copies:

- Provide original to HR for employee's Official Personnel File (OPF)
- Copy to the employee.
- Copy to the supervisor's drop file.