



Career Opportunity

This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

Title of Position: Registrar (Exhibits)

Announcement Number: SITRUST-23-SITES0302

Number of Vacancies: 1

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| OPEN DATE: | March 6, 2023 |
| CLOSING DATE: | March 20, 2023 |
| SALARY RANGE: | IS-1001-11 (\$78,592.00 - \$102,166.00) |
| POSITION TYPE: | Trust Fund |
| APPOINTMENT TYPE: | Temporary NTE 3 years. |
| SCHEDULE: | Full Time |
| DUTY LOCATION: | Washington, DC |

Position sensitivity and risk:
[Non-sensitive \(NS\)/Low Risk](#)

Open to all qualified applicants.

The Smithsonian Institution provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation should contact the Human Resources Specialist listed. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. To learn more, please review <https://www.si.edu/OEEMA/>

The Smithsonian Institution is an **Equal Opportunity Employer**. We believe that a workforce comprising a variety of educational, cultural, and experiential backgrounds support and enhance our daily work life and contribute to the richness of our exhibitions and programs. See Smithsonian EEO program information: www.si.edu/oeema.

KEY REQUIREMENTS

- Pass Pre-employment Background Check and Subsequent Background Investigation for position designated as low risk
- Complete a 1-year Probationary Period
- Maintain a Bank Account for Direct Deposit/Electronic Transfer
- Authorized to work in the U.S. without sponsorship

Please note:

The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery." Any false statement in your application may result in your application being rejected and may also result in termination after employment begins

Conditions of Employment

COVID-19 VACCINATION REQUIREMENTS:

For the latest information on the COVID-19 vaccination requirements and its impact on your application, click on Smithsonian Institution's [Frequently Asked Questions](#).

OVERVIEW:

The Smithsonian Institution Traveling Exhibition Services (SITES) provides a public service to educational, scientific, cultural, and on occasion, commercial institutions by creating, organizing, and administering exhibits for tour and by offering related technical services. It is a customer centric organization that collectively serves and their communities. SITES is a program under the Smithsonian's Assistant Secretary for Education and Access (ASEA).

Information about the role:

This position is responsible for tracking and handling objects, artworks and accompanying materials in exhibits that are borrowed from other Smithsonian Institution (SI) museums and external affiliates. Creates records for the objects and materials, inspects for damages, evaluates structure, and prepares exhibitions for multi-tour shipping. Corresponds with borrowers and lenders regarding packing and shipping requirements. Ensures professional packing, shipping, handling, and storage methods. Assists in moving items to and from museum storage to ensure proper handling.

KEY RESPONSIBILITIES INCLUDE:

- Assisting in collecting, organizing, and preparing material related to SITES collections, exhibitions, publications, or other projects and performing basic research.
- Assisting reviews facility reports from potential host venues to ascertain facilities and staff to meet SI Risk Management and specific exhibition standards. For organizations whose facilities do not meet these requirements, incumbent to charged by SITES Associate Director for Strategic Planning and Exhibits and Director to consult with Hear Registrar and host venues on ways to meet standards and/or consult with lenders about meeting the requirements to resolve outstanding issues and enable host venues to display the exhibition whenever possible.
- Managing travels to ascertain the registrarial and conservation requirement of objects during exhibition development, to produce condition reports, to oversee contractors work when appropriate, to supervise and assist with design and fabrication of exhibitions, to inspect and evaluate the condition of current exhibitions, to oversee installation and de-installation work at host venues, and to courier fragile and/or high-value loan objects and exhibitions.

- Ordering equipment and supplies associated with the functions of the Collection Management department and tracking the orders during the procurement process.

Requirements and Qualifications:

In order to qualify for this position applicant must possess one year of specialized experience equivalent to at least the GS-9 level that is close or similar to the work of this job. For this position, specialized experience includes serving as a Registrar, Exhibits Coordinator, or Museum Specialist in a museum or cultural institution arranging the registrarial aspects of exhibitions; selecting exhibit objects and structure based on condition and durability, and maintain the registration, accession, and documentation of such objects; and preparing and overseeing the installation of exhibit displays.

Knowledge and experience required for this role include but are not limited to:

- Knowledge of professional museum registration practices and procedures relating to temporary and traveling loan exhibitions.
- Knowledge of various packing, shipping, insurance and customs regulations and procedures, which apply to the domestic and international movement of museum quality art objects.
- Ability to estimate and monitor budgets associated with projected insurance, packing, shipping, handling, storage, and courier expenses relating to temporary and traveling loan exhibitions.

Applicants, who wish to qualify based on education completed outside the United States, must be deemed equivalent to higher education programs of U.S. Institutions by an organization that specializes in the interpretation of foreign educational credentials. This documentation is the responsibility of the applicant and should be included as part of your application package.

To Apply:

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| Please forward a resume, and cover letter to: | SITESSA-OHR@si.edu Please include the position title: Job Title in the subject line. |
| <p>Applications received on or before Monday March 20, 2023, at 5:00pm (EST) will be considered. Resumes should include a description of your paid and non-paid work experience that is related to this job; starting and ending dates of job (month and year); and average number of hours worked per week.</p> <p>Once the vacancy announcement closes, we will review your experience and credentials to determine if there is a match against the requirements of this open position. What to expect next: After our review of applicants is completed, qualified candidates' résumés will be referred to the hiring manager.</p> | |

Relocation expenses are not paid.

The Smithsonian offers a number of exceptional benefits to its employees. Benefit programs include: Health, Dental & Vision Insurance, Life Insurance, Transit/Commuter Benefits, Accidental Death, and Dismemberment Insurance, Annual and Sick Leave, Family Friendly Leave, 403b Retirement Plan,