



## INDIANA UNIVERSITY

MUSEUM OF ARCHAEOLOGY  
AND ANTHROPOLOGY

**Position Title:** Sr. Registrar

**Department Name:** IU Museum of Archaeology and Anthropology (IUMAA)

**Role Descriptor:** Museum Registrar

**Department ID:** BL-MAA

**Supervisor's Title:** Director of Curatorial Affairs

**Salary Range:** \$65,000 – \$75,000

### **Job Summary:**

The Senior Registrar (Sr. Registrar) is a key member of the Collections and Curatorial team and reports directly to the Director of Curatorial Affairs. The Sr. Registrar position is the supervisor of the collections team (archaeology and cultural anthropology), and oversees the policies, procedures, loans for all collections at IU Museum of Archaeology and Anthropology (IUMAA).

This position will work closely with Director of Curatorial Affairs and the Executive Director and Chief Curator on forward planning, forecasting, and management/stewardship of collections. The Sr. Registrar serves as the principle contact for internal and external colleagues on loan procedures, insurance and government indemnities, contracts, and lender negotiations. This position partners and collaborates with the curatorial, exhibits, operations, and the learning and community engagement departments, along with other staff and volunteers throughout the Museum. Additionally, the Sr. Registrar will strive to build relationships externally within the museum field, IU campus, and the broader community.

The ideal candidate for this position must center collaborative spaces, be reflective, and bring a deep understanding about the legacy of museums and the field of anthropology. Additionally, the person in this role will bring an understanding of U.S. domestic and international law, specifically in relationship to museums, repatriation, and Indigenous sovereignty. The Sr. Registrar must be committed to the development and implementation of transformative, innovative, and ethical policies and practices that support collections care, research, data management, and Indigenous stewardship.

### **Responsibilities:**

- Supervise, mentor, and/or train collections team, part-time workers, and contracted conservators
- Prepares collections related budgets in partnership with the collections team; working in close collaboration with Director of Curatorial Affairs, performs monthly/bi-monthly forecasts to ensure performance aligns to budget
- Register, systematize, and track IUMAA's Collection and associated documentation which including legal paperwork (custody and transfer, loan contracts, copyright/licensing, NAGPRA reporting)
- Work in partnership with the Director of Curatorial Affairs, curators, and the Associate Director of Research in review of internal and external requests for access to and

facilitates the use of collections ensuring all museum and community access protocols are adhered to while coordinating these efforts with staff as needed

- Manage potential risks to IUMAA (legal issues, insurance, environmental, physical housing of artifacts). Make certain the museum's staff is aware of and adheres to laws and regulations that affect the collections and temporary holdings while mitigating potential risks
- Maintain or attain legal custody and copyright of collections donated, purchased, or transferred to the IUMAA and oversee creation of all associated documents, files, and electronic records
- Oversee packing, shipping, processing, generation of contracts, tracking, documentation of condition, insurance, and care of all artifact loans to and from the IUMAA
- Manage all documentation for loans, insurance, and ensure that the collections are properly handled and cared for according to with museum's collections care policies, share-stewardship practices, and descendant community/Indigenous stewardship protocols
- Develop long-term and short-term documentation improvement and registration planning.
- Interface with Office of Insurance, Loss Control and Claims and take a leadership role in mitigating risk to both the collections and the institution
- Serve as a key partner and thought leader in the enhancement of IUMAA collections management policies and procedures, to include shared-stewardship models and Indigenous stewardship protocols
- Update and maintain detailed and accessible collections records on the Museum's past and current outreach, notification, consultation, and repatriation processes with Indigenous communities (NAGPRA/domestic non-NAGPRA/international)
- Work in partnership the Museum collections team and with IU NAGPRA to enable transparent consultations, repatriations, and sustainable relationships with tribal/Indigenous communities
- The position shall work with department staff and IUNAGPRA as necessary to create procedures that maintain ethical standards and intellectual control of this information.
- Examine databases and documentation systems for consistency, accuracy, and completeness. Conduct periodic audits
- Oversee a rotating and continual inventory of IUMAA collections and collaborate with the collections team to determine the priority of areas based upon needs and shared-stewardship protocols
- Collaborate in planning grant applications to support collections needs, storage improvements, new equipment, etc.
- Adhere to the Museum's policies around public media interviews, presentations, social media postings, and other external communications that pertain to the Museum projects, procedures, content, initiatives, grants, and/or collections
- Collaborate with the Grant Writer and External Communications team around grant research, data tracking, deliverables, and reporting
- Serve on committees and working groups as assigned
- Work in partnership on other initiatives and provide other support as assigned
- Other duties as assigned

## Skills and Knowledge

- Minimum Education: master's in museum studies, anthropology, history or other related fields
- Minimum of 4 years' experience in museum registration, legal documentation review, repatriation, and management practices
- Minimum 3 years' experience in a museum, library, archive, cultural center, or similar organization with a focus on collections management/stewardship.
- Ability to work as a member of a team-based environment with strong collaborative skills
- Demonstrated management experience leading a team working within diverse collections and areas of research
- Demonstrated understanding of NAGPRA and repatriation practices
- Demonstrated experience working with diverse collections of archaeology and cultural anthropology and collections handling
- Demonstrated experience working directly with Indigenous communities, navigating colonial histories and building sustainable transparent relationships.
- Demonstrated understanding of the colonial legacy of museums and the complexity of colonization's impact on Indigenous communities (domestic and international).
- Demonstrated ability to direct, coach, and motivate direct reports
- Willingness to build positive and effective relationships with museum colleagues, donors, and the broader IU and Bloomington communities
- Demonstrated experience and ability to achieve deliverables while work collaboratively and independently without close supervision within tight deadlines.

## To Apply:

Please visit the links below to apply directly within the Indiana University website.

- a. If you are NOT an IU employee currently, please use the following link:  
[https://hrms.indiana.edu/psp/PH1PRD\\_PUB/EMPLOYEE/HRMS\\_PUB/c/HRS\\_HRAM\\_FL.HRS\\_CG\\_SEARCH\\_FL.GBL?Page=HRS\\_APP\\_JBPST\\_FL&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=308094&PostingSeq=1](https://hrms.indiana.edu/psp/PH1PRD_PUB/EMPLOYEE/HRMS_PUB/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=308094&PostingSeq=1)
- b. Current IU employees should use this link:  
[https://hrms.iu.edu/psp/PH1PRD/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_EMP\\_FL.HRS\\_CG\\_SEARCH\\_FL.GBL?Page=HRS\\_APP\\_JBPST\\_FL&Action=U&SiteId=1&FOCUS=Employee&JobOpeningId=308094&PostingSeq=1](https://hrms.iu.edu/psp/PH1PRD/EMPLOYEE/HRMS/c/HRS_HRAM_EMP_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&SiteId=1&FOCUS=Employee&JobOpeningId=308094&PostingSeq=1)

## Directions on how to apply from IU website:

1. Non-IU employees should click on the first link below to access the careers site; current IU employees should click on the second link below.
2. Review the job description and then click on "Apply for Job" to begin your application.
3. Non-IU employees will need to sign in to access your account. If you do not already have an account, click on "Register Now" to create an account.
4. Current IU employees will be recognized through CAS Authorization.
5. Complete the application process.