



Name:	Department: Kentucky Historical Society
Job Title: Registrar	Class Title: KHS Registrar - KHS
Reports to: Chief Curator	Division: Historical Resources
Organizational Level: Historical Resources/Collections	Position Number: 31163109
PD Prepared by: Chief Curator 09/18/2025	Position Type: Full-time, Non-exempt
	Hire Date:

Job Summary:

The Registrar will work to fulfill the mission of the Kentucky Historical Society as well as to help their colleagues throughout the organization succeed. The position plays an integral part on a team that cares for collections. The Registrar is responsible for the physical and intellectual control of KHS collection objects. The Registrar also provides access and collections management expertise to enhance all types of KHS projects, programs, and activities. The Registrar manages the cataloging, documentation, and preservation activities for KHS as well as all loans to and from KHS. This position works to actively build, process, and promote all aspects of our collections. The Registrar is highly collaborative, often working in partnership with internal colleagues as well as supporting the needs of organizations across the Commonwealth.

Essential Duties and Responsibilities:

- Supervises the registration, cataloging, and records management of the KHS permanent and loaned collections.
 - Oversees all registration aspects for the storage and handling of all collections, including records management and inventory control
 - Oversees physical and intellectual access to collections
 - Leads long-range planning efforts and day-to-day activities relative to collections stewardship, including the implementation of preventative conservation strategies and managing external conservation projects
 - Serves as Secretary and Ex-Officio member of KHS Collections Committee
 - Communicates with potential donors, in coordination with curators, and accessions new collections.
 - Administers the KHS loan program
 - Manages collections insurance and claims in collaboration with the finance department.
 - Ensures KHS compliance with NAGPRA (Native American Graves Protection and Repatriation Act) and other state and federal laws
- Manages the registration and catalog system to maintain applicability, consistency, and accessibility using standard practices consistent with an AAM accredited organization.
 - Maintains KHS collections policies and procedures and provides orientation to staff and volunteers on matters of collections access and documentation
 - Assists Library and Archives staff with rights and reproduction requests
 - Researches and understands existing KHS collections and assists with reference inquiries from both staff and the public
 - Manages requests for access to objects

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- Manages the application of best practices and care for the use and accessibility of KHS collections.
 - Implements Integrated Pest Management monitoring program for Collections spaces
 - Monitors environmental conditions in collections spaces
 - Coordinates housekeeping of collections spaces
 - Collaborates with curators to organize and plan for collections storage
 - Ensures safe transportation of objects.
 - Coordinates KHS's disaster preparedness as it pertains to the KHS museum collection.
 - Coordinates conservation care for KHS museum collection
- Provides leadership on collections use, ethics, and care metrics
 - Conducts staff and volunteer trainings on object handling, disaster preparedness, emergency management, pest management, and more

Qualifications:

Education/Experience – Minimum 2 years professional experience in a museum or history-related institution. Master's degree in history, museum studies or related field required.

Substitute Experience for Education: additional experience will substitute for required education on a year-for-year basis.

Communication – Demonstrated facility in public speaking, writing and communicating to multiple kinds of audiences.

Computer Skills – Advanced internet, word processing, database management, spreadsheets, and email use. PastPerfect experience preferred.

Special Requirements – Knowledge of material culture and museum cataloging practices. Adherence to professional codes of ethics and involvement in museum organizations. An understanding of NAGPRA (Native American Graves Protection and Repatriation Act).

Working Conditions:

- *Work Environment:* Must have strong organizational and administrative skills and the ability to work collegially with staff and volunteers across the organization. Must be able to manage a project from concept to completion. Must be willing to work some evenings, weekends, and occasionally travel.
- *Physical Demand:* Must be able to lift materials of up to 25 lbs. Must be able to use computer keyboard, must be able to visually inspect documents and make decisions from such, must be able to remain stationary for long periods of time (sitting/standing). Must be able to use ladders, bend/stoop/reach.

Competencies/Behavior Dimensions:

- ***Passion for Kentucky history:*** Passion for the KHS mission and core values: service, discovery, excellence, authenticity, stewardship. Possess the ability to communicate this passion to others.

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- **Service Focus:** We value our role in serving the public and work to ensure those services are exemplary.
- **Discovery:** We value dialogue, discussion, education, and scholarship. We value an organizational culture of discovery that inspires, engages, and motivates learners of all ages.
- **Excellence:** We value continuous improvement with the goal of excellence. To that end, we place a high value on adhering to and shaping professional standards.
- **Authenticity:** We value integrity, legitimacy, and the power of the authentic. We, therefore, value research, collections, and programs backed by fact.
- **Stewardship:** We understand that stewardship is all about what you do with your resources and how you do it. As a result, we value the proper stewardship of Kentucky's historical assets, of KHS financial and human resources, and of the KHS mission.
- **Be inclusive:** Give opportunity to the history of all people. Encourage them to share their history and make it broadly accessible
- **Professional Development:** Actively participate in agency-approved internal and external professional development events, as needed or directed by the supervisor.
- **Be Intentional:** Develop a good, solid results-driven plan. Be diligent about successfully implementing it, continually re-evaluating it, and working to improve it.
- **Behave Ethically:** Understand ethical behavior and KHS Policies and Procedures, and ensure that our own behavior and the behavior of others is consistent with these standards.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the KHS.
- **Communicate Effectively:** Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Make Decisions:** Assess situations to determine the importance, urgency, and risks and make clear decisions which are timely and in the best interests of the KHS.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations, and/or resolve the problem.

Direct Reports:

None.

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