Office Coordinator and Registrar

NPHM is looking for a permanent full-time position, who will work closely with all staff to organize and coordinate work in a hybrid office setting (remote and in person). You do not need to have experience as a museum registrar, although these skills are desirable and you will need to demonstrate a willingness to learn the required skills, protocols, and technology. The office coordinator will help to coordinate an office that reflects the values of a 21st century museum committed to social justice, and help contribute to a joyful work environment, prioritizing diversity, equity, accessibility and inclusion. This position works closely with the curatorial department as the registrar for the museum’s exhibitions and programs. Reports directly to the Executive Director, who is also Chief Curator of the Museum.

Job duties:

75% Office Coordination

- Perform a variety of clerical duties. Maintains all internal calendars and communications channels, including, staff, grants, programs.
- Coordinates all meetings; prepares and distributes agendas, and minutes.
- Coordinate and oversee the management of supplies, equipment, documentation, and facilities for the organization, as appropriate, to include maintenance, inventory management, logistics, and related activities.
- Make travel arrangements.
- Coordinate information technology, and prepare computer and equipment requests.
- Support executive-level staff searches.
- Organize and facilitate planning and implementation of staff and board retreats
- Assists in the preparation, including research and writing, of reports, documents, correspondence.
- Support museum-wide initiatives as needed

25% Registrar

- Organize, track, and account for objects, artifacts, and artwork in the exhibitions, loans to the museum, and related data in Google Drives, Past Perfect, and Excel.
- Manage correspondence and agreements with lenders and vendors to document and meet requirements for packing, shipping, insurance, conservation, and condition reports; courier arrangements.
Qualifications, Knowledge, Skills and Abilities

- Strong organizational skills and attention to detail.
- Ability to work independently and part of a team and to meet deadlines.
- Excellent verbal and written communication skills.
- Adept at Microsoft Office Suite, Google Suite
- Ability to work with minimal direction, exercising a high level of discretion and initiative.
- Ability to perform occasional lifting and moving art works as required.

Desirable

- Experience with Slack, Asana
- Experience with Museum software like Past Perfect
- Interest and familiarity working with art or artifacts and/or a demonstrated willingness to learn.

Requirements:

- Two years or more of related experience as an office administrator
- Skills in coordinating administrative services, and evaluating business methods.
- Commitment to the mission and values of The National Public Housing Museum
- Collaborative with others at all levels of the organization as well as with key external stakeholders

Salary range: Minimum of $45,000 to $52,000 per year

This is a full-time union position, and is currently hybrid, with a regular schedule of Monday - Friday 9a-5p CT that will occasionally include evening and weekend availability as required to fulfill responsibilities and for related museum activities. We offer a competitive, comprehensive benefits package.

The National Public Housing Museum encourages people with lived experience of public housing or a meaningful connection to public housing to apply. We are an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, national origin, religion, sex, sexual orientation, gender identity, disability, protected veteran status, military discharge status, age, marital status, parental status, or source of income.

About NPHM
The National Public Housing Museum (NPHM) is the first cultural institution in the United States dedicated to interpreting the American experience in public housing and the right to all people to a place they can call home. The Museum’s mission is to preserve, promote, and propel public housing as a human right and all of our partnerships and programs are committed to amplifying the voices, experiences, and stories of public housing residents. Ultimately, we believe that
storytelling can be a catalyst for innovative public policy solutions that are responsive to people’s needs and lived experiences.

The position is open until filled. Please send your resume and cover letter to jobs@nphm.org to be considered with the Subject: Office Coordinator and Registrar

Please note that while careful consideration will be given to each submission, the Museum will only be able to contact those applicants whose knowledge, skills, and work experience best fit the requirements of the position.

Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for a given role. Therefore, if much of this job description describes you, then you are highly encouraged to apply for this role.

National Public Housing Museum has a vaccination policy for COVID-19. Unless employees have an approved exception to the policy, the NPHM is requiring proof of COVID-19 vaccination.