

# *The Filson Historical Society*

## **Registrar position – The Filson Historical Society**

The Filson Historical Society seeks applicants for the position of Museum Registrar. The Filson is Kentucky's privately supported historical society. Its mission is to collect, preserve, and tell the significant stories of Kentucky and the Ohio Valley. Founded in 1884, its museum collection includes items from the pioneer period to the present day. The collection includes portraiture, textiles, silver, weapons, and other artifacts documenting the history of the region.

Duties include maintaining the collection's records (accession, condition, location, loan, deaccession, etc.); planning and installing exhibits, supervising interns and volunteers, coordinating and facilitating loans, assisting researchers on reference desk shifts, and other duties as assigned. Excellent record keeping, organizational, computer, and writing skills are essential. The registrar will work collaboratively with members of the Collections Department and other Filson staff. The position reports to the Curator of Collections. Requirements include a Master's degree, museum or curatorial studies is preferred but art history and other related backgrounds will be considered; working knowledge of PastPerfect; the ability to lift at least 40 lbs.; climb a ladder; speak in public; and experience as a registrar/collection manager.

Applicants should electronically submit a cover letter, resume, and three references to Marian Salmon: [marian@filsonhistorical.org](mailto:marian@filsonhistorical.org)