



Position Title: **Museum Registrar**
Reports to: Museum Manager and THM Board



Classification

Type: Hourly, part-time, year-round, non-exempt

Schedule: 26 hours per week as arranged with Museum Manager and THM Board, to include up to 3 Saturday shifts per month during museum open hours; Attend Tontitown Historical Museum Board meeting the first Monday of each month at 6:00 p.m. and City Council Meeting on a Tuesday at 6:00 p.m. up to once a quarter.

Starting Hourly Wage: Based on qualifications and City pay grade scale.

Tontitown Historical Museum Overview:

The Tontitown Historical Museum opened its doors on August 10, 1986. Housed in the home of two original settlers, Mary and Zelinda Bastianelli, the museum combines collections of photographs and artifacts of the pioneer settlers of Tontitown.

The mission of the Tontitown Historical Museum is:

“Dedicated to identifying, collecting, and documenting artifacts relating to the history of Tontitown, Arkansas. We strive to preserve the history of this small community in order to educate and enlighten lives by sharing the Tontitown story.”

The exhibits share the unique story of the arrival of Italians in south Arkansas in the mid-1890s, their migration to the Ozarks in 1898, and the prosperous community they founded. Tontitown was named after Henri de Tonti, the Italian lieutenant who served under LaSalle and who founded the first settlement in Arkansas in 1686.

The Museum is located at 251 E. Henri de Tonti Blvd., just east of Tontitown City Hall.

Position Summary

The Tontitown Historical Museum Board is looking for a team member who is enthusiastic about promoting history, heritage, and community. As a member of the City of Tontitown staff and reporting to the Tontitown Historical Museum Board, the Museum Registrar manages the collection and its records, offers exemplary guest service to the public, and supports museum operations and special projects.

Essential Functions

Museum Collections

- Maintain a catalog of collection objects and archives by creating records in the Museum's collection database that include all related metadata with a minimum standard of information present.
- Maintain physical and digital files of collections and archives.
- Ensure that all new accessions are documented correctly, including getting the correct forms filled out, communicating with the Board for accession approval, doing intake activities, maintaining files, and communicating with donors.
- Execute an inventory of the collection every ten years.
- Contribute to the digitization of the collection by scanning photographs and archival items.
- Assist with physical care of objects by making sure items are safely stored in stable and suitable temperature and humidity conditions and that items, boxes, and files are labeled.
- Conduct periodic condition reports about each artifact to determine any conservation, storage, or rest needs.
- Create and execute a strategic plan to accomplish projects such as inventory and maintenance of the collection on a consistent basis.
- Adhere to current industry standard practice as shared in Connecting to Collections Care resources, annual Arkansas Museums Association conference and its regional meetings, and in networking with local historical museums.

- Assist with curating new exhibitions and maintaining museum standards with artifacts while handling; enhance the exhibitions with data and signage gathered through research and records.
- Conduct in-depth research about objects, genealogies, and museum history to enhance the storytelling possible about the collection.

Guest Service

- Responsible for the daily operation of the Front Desk area including opening and closing procedures.
- Ensure that all exhibits and surrounding areas are kept tidy so that all guests see the museum in prime condition.
- Engage museum guests with active discussions using knowledge of exhibits and programs to enhance the overall museum experience.
- Maintain excellent customer service while interacting with museum guests.
- Provide information to guests regarding museum content, programs, directions, and other pertinent guest information.
- Maintain a professional attitude and appearance while demonstrating a superior level of hospitality when working with guests, volunteers, and museum board members.
- Be familiar with all museum safety and security procedures.

Outreach/Education

- Assist with the Education program working with local schools to educate on the history of Tontitown.
- Recruit, train, and retain volunteers for daily operations and Museum special events.
- Assist in coordinating with the Museum Board of Commissioners to host two yearly events.
- Facilitate tours for community groups and school groups.
- Assist with creating an active social media presence through weekly posts; Pull reports on reach and present to the Board quarterly.

Membership/Financials

- Assist with annual Amici membership drive
- Assist with executing sales, accounting for money, and reporting revenue transactions on City receipts.

General Duties

The responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The Tontitown Historical Museum reserves the right to revise or change position duties and responsibilities as necessary to accommodate changing organizational needs.

Qualifications

Education and Work Experience

- Bachelor's degree
- Education in museum studies, library, history, or hospitality-related fields, highly preferred
- A minimum of 1-2 years' experience working/volunteering in a museum.
 - Collection handling experience highly preferred

Technical Skills

- Specialized skill in Microsoft Office applications including Word, Excel, PowerPoint, and Outlook; experience utilizing Social Media outlets; experience with Google Workspace, proficiency in Canva preferred
 - With a proficient knowledge base of museum catalog management software, preferred expert in CatalogIt
- Proficiency with genealogy research tools to access primary sources (e.g. FamilySearch, Ancestry, National Archives, etc.), preferred expert

- Strong verbal communication skills with an emphasis on public speaking and presenting information to diverse audiences in an engaging and compelling fashion
- Strong written communication skills including proofreading, grammar, and spelling
- Ability to organize time effectively and manage multiple tasks simultaneously
- Strong attention to detail
- Proven ability to work independently as well as within a team environment
- Bilingual language skills appreciated
- Experience engaging with youth or adults, preferred

Supervision

- The ability to communicate with volunteers, instructing them on projects

Decision Making

- Ability to communicate with board and Museum Manager about needs of the museum particularly with regard to the collection
- Ability to give ideas and feedback to Manager about how exhibitions have been received by visitors
- Ability to creatively problem-solve within parameters and with regard to resources and goals
- Ability to think quickly in the event of an emergency or unplanned event happening within the collection space or at an event.

Physical

- Able to stand, walk, and interact with children and adults for extended periods of time.
- Able to lift up to 20 lbs. overhead regularly and occasionally 40 lbs.
- Ability to work inside or outside during Summer Camps, Heritage Day and storage moves.
- Valid driver's license, current auto insurance, and reliable personal transportation required
- Candidates may be required to pass a background screening and drug test

How to apply – by May 25, 2026

Mail cover letter and resume to:

Tontitown Historical Museum
P.O. Box 144
Tontitown, AR 72770

Or, email the cover letter and resume to:

museum@tontitownar.gov

Questions

Misty Piazza, Tontitown Historical Museum President

misty_piazza@yahoo.com

Kara Jo Engle, Tontitown Historical Museum Treasurer

kjengle1004@gmail.com