



Exhibitions & Loan Registrar

About the Senator John Heinz History Center

The Senator John Heinz History Center is a Smithsonian-affiliated Museum and a first-day Pittsburgh attraction that presents compelling stories from American history with a Western Pennsylvania connection, all in an interactive and engaging environment for visitors of all ages. The largest history museum in Pennsylvania, the [AAM-accredited](#) History Center attracts large and diverse audiences to its 370,000-square-foot facility in Pittsburgh's historic Strip District that includes six floors of long-term and changing exhibition space along with spectacular spaces for unique events.

The History Center's family of museums includes the Western Pennsylvania Sports Museum, a dynamic museum-within-a-museum; the Fort Pitt Museum in Point State Park; and Meadowcroft Rockshelter & Historic Village, a National Historic Landmark located in Avella, Washington County, Pa. The History Center also leads a partnership of more than 125 regional historical societies, museums, and organizations dedicated to preserving local history – the History Center Affiliates Program.

A popular destination for families and visitors to our region, the History Center attracts more than 250,000 visitors annually and reaches millions through virtual programs and digital outreach. The History Center was recently recognized as America's #1 History Museum by USA TODAY and "Pittsburgh's Best Museum" by Pittsburgh Magazine.

Job Posting

The Senator John Heinz History Center is seeking a detail-oriented and highly motivated Exhibitions & Loans Registrar to join their Collections Team.

The Exhibitions & Loans Registrar coordinates and manages object documentation, handling, and logistics for exhibitions and loans across the Senator John Heinz History Center's sites. This role is central to responsible stewardship, accurate documentation, and the appropriate exhibition of objects on display. Working collaboratively with Curatorial, Exhibitions, Facilities, Security, and external partners, the Exhibitions Registrar supports all phases of exhibition activity, including planning, installation, deinstallation, and ongoing gallery maintenance, in accordance with museum standards and best practices.

This is a full-time, salaried / non-exempt position reporting to the Director of Collections.

Salary: \$50,000

Duties & Responsibilities:

Exhibitions and Loans:

- Coordinate incoming and outgoing exhibition loans, including transportation, packing and unpacking, condition reporting, photography, and related documentation.
- Assist with exhibition installation and deinstallation, including object handling, mount support, and gallery coordination.
- Track and manage renewals for incoming and outgoing loans.
- Monitor objects on display to support appropriate care, environmental conditions, and adherence to institutional standards.
- Support routine maintenance, cleaning, and upgrades of permanent and rotating exhibitions.

Registration and Documentation:

- Create, update, and maintain accurate loan, exhibition, and object records in the collections management system (TMS).
- Standardize records; upload and manage object photography; and ensure documentation is complete, accurate, and timely.
- Assist with training staff, interns, and volunteers in registration procedures and use of TMS.
- Support cataloging activities for exhibition-related objects, including numbering, photography, research support, packing, and preparation for storage.
- Assist with the proper storage, movement, and tracking of objects throughout the museum.

Research and Writing:

- Conduct object-based research in support of exhibitions and collections.
- Contribute short-form interpretive or informational writing, such as blog posts or exhibition-related content, as assigned.

Requirements

Required Qualifications

- Bachelor's degree in history, art history, museum studies or similar field; master's degree preferred.
- Minimum of seven years of experience in museum registration, collections management, or exhibitions.
- Demonstrated experience with exhibitions, loan logistics, and object handling.
- Knowledge of museum standards, best practices, and professional guidelines.
- Experience using TMS or a comparable collections management system.
- Strong organizational, communication, and interpersonal skills.
- Valid driver's license and ability to obtain required Pennsylvania Act 33 and Act 34 clearances.

Preferred Qualifications

- Experience with artifact photography.

- Courier experience.
- Knowledge of fine art packing.

Work Environment & Physical Requirements

- Able to frequently lift, push, pull, and move objects, equipment, supplies, etc., of up to 25 pounds throughout the workday.
- Ability to occasionally push or pull up to 50 pounds throughout the workday.
- Ability to stand, walk, kneel, stoop, and balance for extended periods during exhibition installation and deinstallation.
- Visual acuity (20/20, corrected or uncorrected) and auditory ability required for detailed cataloging and condition reporting.

Why Work at the History Center?

- Rewarding, mission-driven work that makes an impact in the community
- Smithsonian-affiliated Museum located in Pittsburgh's vibrant and historic Strip District
- Voted the #1 history museum in the nation by USA Today
- Voted Best Museum in Pittsburgh by Pittsburgh Magazine
- Highly professional, collegial staff and dedicated volunteers
- Located in Pittsburgh, one of America's "most livable" cities
- Dynamic workplace in Pittsburgh's historic Strip District
- Flexible work schedule, including potential for hybrid work
- Full benefits package, including medical, dental, and vision insurance
- Flexible Spending Account (FSA) options
- 403(B) retirement plans with employer match
- Paid time off (vacation, personal, and sick days)
- Paid Parental Leave
- Nine (9) paid holidays
- Company paid life insurance / LTD
- Wellness and Employee Assistance Program
- Discounts in the Museum Shop and Café
- Public transportation and parking options nearby

The History Center is an Equal Opportunity Employer. The History Center celebrates diversity and is committed to treating all applicants & employees fairly based on their abilities, achievements, and experience without regard to race, national origin, sex, age, disability, veteran status, sexual orientation, gender identity or any other classification protected by law.

All qualified candidates are encouraged to apply.

Apply here: [Exhibition & Loan Registrar](#)

Or submit a cover letter (**including salary requirements and how you learned of our vacancy**) and resume to:

Renee Falbo, Chief Human Resources Officer, Senator John Heinz History Center
1212 Smallman Street, Pittsburgh, PA 15222 hr@heinzhistorycenter.org