



Job Description | *Collections Specialist*

STATUS: Full-time, Non-Exempt (Hourly)

HOURS: 40 Hours per week; some nights and weekends

REPORTS TO: VP of Community Engagement, Education & Collections

Pay: \$42,000-\$48,000 annually DOE

DATE: January 2024

SUMMARY OF POSITION

The Collections Specialist supports the long-term preservation, organization, and accessibility of the San Diego History Center's collections. Reporting to the Vice President of Education & Collections, the Collections Specialist works collaboratively with, supports, and has experience in SDHC's main collecting areas: documents, images, objects, historic clothing, fine art, and oral histories. In addition, this position provides support to the public seeking archival services and must provide excellent customer service. This position also oversees and manages volunteers who assist in the processing of the collections. The Collections Specialist is an advocate for SDHC's collections and advances the organization's Culture of Philanthropy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Implements the Institution's policies and procedures regarding the acquisition, accession, processing, accessibility and deaccession of the collections.

Conducts preventative conservation, environmental monitoring (temperature, humidity and light), emergency preparedness, and pest management as well as on-going management of the collection's condition assessment.

Administers the computerized collections database (PastPerfect currently) and implements goals and objectives to manage the institution's collections catalogue.

Supports digitization efforts related to all aspects of the collection.

Maintains and updates detailed records of the permanent collection, exhibitions, loans, packing and crating of objects, shipping information, import/export documents, and fine art insurance details.

Administers the collections loan program including temporary exhibition loans, potential acquisitions, as well as outgoing and incoming loans in compliance with professional standards.

Tasked with exhibition planning and management including tracking physical movement of objects, database object tracking, and with installation as a member of the collections staff.

REQUIREMENTS

- Education and demonstrated experience with museum collections including collections care, processing, preventative conservation, and research
- Experience with working with diverse stakeholders, donors, or descendant communities (preferred)
- Proactive and strategic thinker
- Understanding and experience in collections digitization and database management
- Positive attitude and ability to work independently and as part of a team
- The ability to juggle multiple priorities
- Outcome driven with superior customer service skills
- Detail oriented
- Ability to effectively represent the institution to external stakeholders including donors, members of the community, and media
- Experience with Collections Management Software

WORK ENVIRONMENT

Office-type setting

Museum exhibits and storage spaces

PHYSICAL DEMANDS

Walking, sitting, squatting, standing, kneeling, balancing, manual dexterity, reaching above shoulders, grasping, pushing/pulling (15-60 lbs.), lifting (15-60 lbs.), carrying (10-60 lbs.).

Climbing stairs.

Repeated adjustments to varied lighting conditions and changing physical space conditions as would be expected in a museum setting; some spaces will have varied climate-controlled conditions.

ADDITIONAL RESPONSIBILITIES

Valid CA Driver's License and reliable transportation with proof of liability insurance

EEO STATEMENT

SDHC believes that equal opportunity for all employees is critical to our continuing success. In accordance with state and federal law, SDHC will not unlawfully discriminate against any employee or applicant for employment on the basis of religion, race, color, national origin, ancestry, disability, marital status, gender, veteran status, sexual orientation, age, medical condition, registered domestic partner status, or any other basis protected by state or federal laws. Opportunity is provided to all employees based on qualifications and job requirements. When necessary, SDHC makes reasonable accommodations for disabled individuals who request an accommodation in accordance with state and federal laws.

DISCLAIMER

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

ADDITIONAL DETAILS

Full-time, non-exempt position with a salary range \$42,000-\$48,000 annually DOE

TO APPLY interested candidates should send resume, three references, and cover letter that includes a brief description of your philosophy of collections to jobs@sandiegohistory.org. Visit sandiegohistory.org for more information on the San Diego Center.