



Job Description | *Collections Specialist (Object Collections)*

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

HOURS: 40 Hours per week; some nights and weekends

REPORTS TO: Collections Manager

Pay: \$50,000-\$58,000 depending on experience and years of service

DATE: 06/01/2026

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 Collections Manager, the Collections Specialist works collaboratively with, supports, and has experience in at least one or more of 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 object collections.

Cares for the physical management of the SDHC's collections with other collections specialists, including preventative conservation, rehousing, storage organization, environmental monitoring, emergency preparedness, and pest management.

Creates, maintains, and updates detailed records of the permanent collection through the institution's collection management system (PastPerfect).

Catalogs the backlog of acquisitions and implements processes to standardize and improve searchability and internal access to the object collection.

Coordinates digitization of the object collection including item selection, file management, and integration into the collections database.

Assists with exhibition planning in regard to object conservation, mounting, installation, tracking, and deinstallation.

Assists with planning a major relocation and rehousing initiative of the permanent collection including assessing object stability, inventory control, packing, receiving and unpacking.

Fulfills and responds to research requests and inquiries from the public about the collection.

Works effectively with volunteers to carry out necessary and ongoing projects

Other duties as assigned.

REQUIREMENTS

- Education and/or demonstrated experience with museum collections including object handling, research, and processing
- Understanding and experience in collections digitization and database management
- Experience with working with diverse stakeholders, donors, or descendant communities (preferred)
- Experience with collection relocation and move projects (preferred)
- Proactive and strategic thinker
- 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

WORK ENVIRONMENT

Office-type setting

Museum exhibition galleries 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

BENEFITS

At the San Diego History Center, we believe every team member is a vital contributor to our mission. We are proud to offer our full-time employees a competitive benefits package that includes comprehensive medical, dental, and vision coverage, a retirement plan, and generous paid time off. Together, we preserve local history, foster civic pride, and share the diverse stories of our region's past, present, and future to educate and enrich our community.

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.

TO APPLY

To Apply Please submit a resume, cover letter, and three professional references to jobs@sandiegohistory.org. Applications will be reviewed on a rolling basis until the position is filled.