

Temporary Collections Catalog Assistant (PT)

Filoli is a 654-acre historic site of the National Trust for Historic Preservation, located on the San Francisco Bay Peninsula near Woodside, CA, and one of the finest remaining country estates of the early 20th century. As a team member here, you will be able to connect rich history with a vibrant future through beauty, nature and shared stories. You have the opportunity to preserve, build upon and share the wonder of this place.

In our daily interaction with guests, we envision a time when all people honor nature, value unique experiences and appreciate beauty in everyday life. You will also actively play a part in creating a vibrant future through our 2019-2023 Strategic Plan. Embedding the core principles of Diversity & Inclusivity, Sustainability and Organizational Excellence into each pillar of the plan, we are focusing on five main pillars of our organization: People & Culture, Fundraising & Financial Strength, Infrastructure Investments, Visibility & Branding and Engagement & Education. We welcome and appreciate your contributions to Filoli.

SUMMARY

The Museum Object Collection, dating from the 16th through 20th centuries, includes: paintings, furniture, statuary, textiles, and decorative arts. Additional collections include three onsite library collections, institutional archives, educational collections, special collections and the Sally MacBride Nature Center collection. The first floor of the mansion is displayed in a traditional historic house museum style showing the home as it appeared during the periods of residency (1917 – 1975).

This position is a unique opportunity for a current or recent graduate student interested in hands-on experience with digitizing and cataloging photographs in a historic home and site onsite archive. The focus of this temporary position will be helping to digitize, catalog and upload data into two onsite digital asset management systems, the Collections Proficio database, and Canto, our onsite DAM system which is used by all departments on property.

Working as part of the Museum Object Collections Team, the Catalog Assistant reports to the Director of Museum Collections, and works collaboratively with other department members including: a Curatorial Specialist, and Catalog Librarian.

This is a limited term, part-time (8 hours per week), non-exempt and hourly position lasting three (3) months (April, May, June). Depending on candidate experience, the hourly rate will be \$16.00 - \$19.00 per hour. Scheduling is semi-flexible but should be consistent, with a workday or days falling between Sunday - Thursday. Time onsite can be one day per week, or split over two days. *Please note there is no public transportation to this site.*

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

Catalog Assistant

- Work on an independent project;
- Assist with the care, packing, movement, re-housing, and maintenance of the collection;
- Update current location, condition, and status of objects in Proficio database;
- Object Scanning or Photography;

- Basic Image manipulation in Photoshop;
- Upload images to Proficio and Canto databases;
- Update and expand Proficio and Canto databases records from paper files;

General

- Provide the highest quality service to all customers in every interaction;
- Uphold all Filoli's policies, procedures, guidelines and standards;
- Maintain flexibility and perform other duties as assigned to respond to the needs of the organization;
- Attendance and punctuality are essential to work and all work-related functions.

MINIMUM QUALIFICATIONS

An individual must be able to perform each essential duty listed above and any additional responsibilities as directed as well as satisfy the educational, core competencies and skill requirements listed below:

Education and/or Experience:

- Bachelor's in museum studies, art history or related discipline required;
- Current Enrollment in a Museum Studies Graduate Program or a recent graduate of a Master's program, highly preferred;

Skills and Abilities:

- Possess general working knowledge of collection registration methods;
- Proficiency in object handling;
- Strong computer skills, including familiarity with collections management databases (ReDiscovery's Proficio and Canto), working knowledge of Microsoft Office Applications (Word, Excel, and PowerPoint), and basic knowledge of Photoshop;
- Ability to demonstrate strong organizational, communication and interpersonal skills;
- Ability to read and interpret documents such as safety rules, operation and maintenance instructions and procedural manuals.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid Driver's License is required.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job including:

- Ability to exert force up to 25 pounds occasionally, up to 10 pounds frequently, and up to 10 pounds regularly to lift, carry, push, and pull or otherwise move objects;

- Stand, walk across uneven terrain, climb stairs (Museum Object Collections Department and Storage Rooms are only accessible by stairs), balance, stoop, kneel, crouch, crawl, reach, handle finger often, lift, carry and bend as well as sit for long periods of time at a computer and speak on the phone;
- Ability to see near & far acuity, depth perception, field of vision, accommodation and color vision;
- Excellent eye/hand coordination in handling, installing, positioning, moving and manipulating tools and equipment as well as fine art objects and/or rare collection items.

HOW TO APPLY

1. Candidates with the above prerequisites are invited to submit their resumes along with a cover letter outlining their related experience and background to: <https://filoli.applicantstack.com/x/openings>
2. Possession of minimum requirements does not guarantee an interview.
3. Please, no phone calls.
4. Thank you for your interest in Filoli!

Please visit our website for more information: www.filoli.org

Filoli is an equal opportunity employer who values diversity in the workplace.