



## **Director of Museum Collections and Curator**

**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 Director of Museum Collections and Curator provides engaging visitor experiences while preserving Filoli's historic home and collections. In line with the Strategic Plan's focus on Engagement and Education, the Director is the content expert and collaborates with the Director of Learning and Engagement on an interpretation plan, with short and long-term goals, for future displays and exhibitions. Filoli was recently awarded accreditation from the American Alliance of Museums in 2021, and the Director of Collections will play an integral role in maintaining accreditation standards. This position is also responsible for the management of Filoli's Permanent Collection of museum objects and loans including: fine art, furnishings, decorative arts, textiles, ceramics, historic structures and finishes. In addition, this position is responsible for overseeing and managing Filoli's Special Collections, Educational Collections, three onsite libraries, and the institutional archives.

This full-time, exempt position will have a varied schedule that includes weekend and/or evening service. Depending on candidate experience, the annual salary range for this position is \$100,000 to \$115,000. This position is also eligible for employee benefits: medical, dental, vision, life, LTD, Flex Plan, 401(k), vacation, sick leave and holiday pay. The Director's schedule may change to meet the needs of the organization so flexibility is important.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:**

## Leadership

- Manage the Museum Collections Department in support of the overall strategic direction of Filoli;
- Responsible for collaborating with all departments to bring together collections displays and initiatives that support Filoli's mission and brand as a place for connecting with visitors;
- Lead Filoli's collecting and collections strategy including facilitating multi-year and annual planning for collection documentation and care, acquisitions and deaccessions; support the development of innovative programs and methods for community-centered collection access, interpretation and presentation;
- Work with specific Board committees, including the Collections and Acquisitions Committees;
- Partner with the Learning & Engagement Department and the Marketing Department to develop communications and stories related to collections;
- Develop annual department plan and annual operating plans (as aligns with Strategic Plan);
- Provide reporting for collections efforts with focus on strategic alignment and other success measures;
- Participate in Leadership Team meeting and provide input and information to guide the overall direction of the organization;
- Ensure Collections Department is supporting and upholding Filoli policies and procedures;
- Serve as a key content resource in the research and development of interpretation materials for special programs and projects and work collaboratively to create an Interpretative Plan;
- Serve as a staff representative on the Property Committee of the Board of Directors, specifically on matters of preservation and conservation;
- Serve as a Staff Liaison with the Collections Department staff of the Historic Sites Department, of the NTHP, overseeing their onsite collections in accordance with the Lease, Loan and Co-Stewardship agreement in regards to collections, historic structures, and historic viewsheds;
- Actively promote and represent Filoli within the broader community of museums, historic homes and sites, scholars, historians, archivists and librarians; maintain relationships with other civic, professional and cultural institutions; present programs, lectures and tours of exhibitions both at the museum and in the wider community;
- In coordination with development, participate in the fundraising process, including direct solicitation, project proposals and reporting;
- Primary oversight for partners and contractual relationships: design relationship or define work; sign contracts/MOUs; actively lead relationships; integrate internally; participate externally as needed (especially in partnerships);
- Play a leadership role in the development of a comprehensive Internship and Apprentice Program for Filoli;
- Serve as a member of the Emergency Response Team;
- Fulfill expectations as listed in Filoli's Expectations for Directors, Managers and Supervisors (see attached);

## **Collections and Curation**

- Maintain and develop the Collections to align with the Collections Management Policy, Museum Objects Collections Plan, and Conservation Plan while enhancing the visitor experience throughout Filoli's property and engagement strategies;
- Serve as the content expert on the House, History, Library and Museum Object Collections, providing content for publications, presentations, website and for marketing materials, and contribute content for training materials for specialty tours development;
- Serve as a key content resource in the development of an institutional-wide Interpretative Plan;
- Plan and implement special installations including: design, construction, curation, contributing interpretive content, developing installation schedules, and overseeing installation;
- Responsible for the overall cleaning, care and conservation of the museum object, education, library and archival collections;
- In coordination with various departments, develop and execute Holidays at Filoli decorations, events and programs;
- Manage all collections procedures in accordance with the American Alliance of Museums and National Trust for Historic Preservation (NTHP) collections/standards and the Board of Directors approved Collections and Library and Management Policies including: accessioning, retrieval, attributions, inventory, insurance, environmental conditions, routine object cleaning, condition reporting, documentation, proper storage and handling techniques;
- Oversee and monitor display and storage climate conditions;
- Develop policies and procedures related to integrated pest management programs and environmental monitoring in partnership with the Facilities Department;
- Work with Facilities and Visitor Services to oversee site maintenance, security, public safety, repairs and renovations including preventative strategies, pest management, environmental monitoring and basic conservation procedures;
- Work with contract conservators when outside conservation and restoration services are needed;
- Work with contract Janitorial Services to ensure overall cleanliness within the historic house;
- Assist researchers, the public, and our own Marketing and External Relations with inquiries about the collection for newspaper and magazine articles, radio programs and television;
- Conduct tours as needed;

## **Personnel and Budget**

- Directly manage professional or area staff or relevant contract professionals: responsible for scheduling, training; evaluating and all coordination with Human Resources;
- Responsible for training onsite staff and volunteers in proper object handling;

- Create and manage department budget to support the broad needs of collections management; provide necessary tracking and reporting in line with both collections management and accounting practices;

### **General**

- Provide opportunities for Filoli staff to learn and engage with the Collections Department;
- Ability to 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.

### **SUPERVISORY RESPONSIBILITIES**

Job titles of those who report **directly** to this position are: Curatorial Specialist (FT), seasonal staff, apprentice or interns (FT/PT).

### **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 and skill requirements listed below:

#### **Education and/or Experience:**

**Education:** Master's Degree in Museum Studies with 3-5 years of experience in collections or a Bachelor's Degree in Museum Studies or allied field with 5-7 years of collections management experience.

#### **Core Competencies:**

- **COLLECTIONS EXPERIENCE** – 3-5 years of experience in supervisory or coordination position. Extensive experience with collections management systems such as ReDiscovery Proficio. Previous experience working in a cultural institution, museum, or historic site. Experience in strategic planning in regards to collections and developing emergency planning for collections. Knowledge of California history and the Gilded Age in particular is preferred.
- **PEOPLE AND PROJECT SKILLS** – Effective team leadership skills and cross-functional collaborative capacity. Ability to either take direction or work independently as the situation requires. Experience in training and supervising hourly, full-time and part-time employees
- **LEADERSHIP** – At least 3 years of direct supervisory experience. Flexible, energetic, and outcomes-oriented self-starter who brings a creative approach to solving problems.

Capacity to interact effectively and build partnerships with Filoli's many constituencies including staff, Board members, community partners and supporters, donors, members, visitors, and volunteers. Strong administrative skills. Ability to multitask, see many sides to complex issues, and perform at high standards with a collegial team. Experience with budget development and management.

- **CULTURAL COMPETENCIES** – Model a responsibility to self-awareness and awareness of others to recognize that individuals bring unique backgrounds, beliefs, values, and world-views. View racial and cultural differences as assets to the organization.
- **DIVERSITY, EQUITY, AND INCLUSION** – Committed to Filoli's dedication to integrate accountability across all efforts to support and sustain a racially equitable organization. Demonstrate a passion of advancing organizational DEAI objectives and influencing others to approach all work with an equity lens. Promote processes and communication that encourage organizational cultural competence and inclusion.
- **COMMUNICATION SKILLS** – Exceptional oral and written communication skills including the demonstrated ability to research and analyze information and present historic information in a clear and inspiring manner.
- **DECISIVE NATURE** – Well-honed ability to independently anticipate and analyze situations, define problems and objectives, recognize viable alternatives and formulate rapid solutions with understanding of the inherent risks and the implications of decisions.
- **COMPUTER SKILLS** – Strong proficiency and knowledge of Microsoft Office products and Google Applications. Able to manage complex database functions in Altru (or similar CSM database).
- **AVAILABILITY** – Maintain a flexible work schedule that includes evenings and weekends to meet the demands of executive management.

#### **Skills and Abilities:**

- Ideal candidates will have a demonstrated track record of fostering collaboration within and between teams, inspiring trust in colleagues, and creating the conditions for team and institutional success;
- Demonstrate excellent interpretation, research, exhibit development and preparation and project management skills;
- Utilize knowledge of professional standards and museum industry best practices;
- Demonstrate exceptional attention to detail and take a very "hands on" approach to tasks;
- Display high proficiency with computerized collections databases;
- High proficiency in a PC, Windows environment and Microsoft Office products as well as Google Applications;
- Ability to travel occasionally;

- Be task flexible with strong interpersonal skills and work as part of a team-oriented environment;
- Ability to identify program needs and implement ideas independently as well as be organized and work well with the Library and Collections Committee volunteer corp.;
- Demonstrate effective public speaking abilities and written communications skills;
- Ability to interact with donors, members, staff and volunteers.

### **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:

- Essential functions include walking and standing to a significant degree, walking across uneven terrain, climbing stairs, balancing, stooping, kneeling, crouching, crawling, reaching, handling and fingering;
- Strength sufficient to exert force up to 50 lbs. occasionally and/or up to 25 lbs. frequently, and/or up to 10 lbs. constantly to lift, carry, push and pull or otherwise move objects;
- Ability to move and lift heavy pieces of artwork and furnishings around the house;
- 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](http://www.filoli.org)

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