



## **Temporary Collections Catalog Assistant**

**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 16<sup>th</sup> through 20<sup>th</sup> 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 the permanent collections in a historic home and site onsite archive. The focus of this temporary position will be helping to digitize, catalog and upload data into an onsite digital asset management system, the Collections Proficio database.

Working as part of the Museum Object Collections Team, the Catalog Assistant reports to the Curatorial Specialist and works collaboratively with the Catalog Librarian.

This is a limited term, full-time (40 hours per week), non-exempt and hourly position lasting two (2) to three (3) months. The hourly rate for this position is \$26.00 per hour. Typically, the Assistant will work Monday through Friday but the schedule may change to meet business needs and flexibility is important.

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 database;
- Update and expand Proficio 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:**

- 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 preferred;

### **CORE COMPETENCIES**

- **COLLECTIONS EXPERIENCE** – Possess general working knowledge of collection registration methods. Proficiency in object handling.
- **PEOPLE, PROJECT, AND PROGRAM SKILLS** – Effective teamwork skills and cross-functional collaborative capacity. Strong analytical skills. Work independently while maintaining open and transparent communications about duties and project status. Ability to either take direction or work independently as the situation requires.
- **LEADERSHIP** – 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.
- **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** – Excellent verbal and written communication skills.
- **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 computer skills, including familiarity with collections management databases (ReDiscovery's Proficio), working knowledge of Google Suite and Microsoft Office Applications (Word, Excel, and PowerPoint), and basic knowledge of Photoshop.

- AVAILABILITY – Maintain a flexible work schedule that includes seasonal peaks to meet the demands of executive management. There may be opportunities for retail related travel.

**Skills and Abilities:**

- 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](http://www.filoli.org)

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