



## Curatorial Apprentice

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. In this position, you have the opportunity to engage in the 2024 - 2028 Strategic Plan, centered on connecting to our community, and support the launch of a site plan and capital campaign designed to provide Filoli guests greater access to nature. Filoli's culture is rooted in integrity and we are accountable for our work, actions, and impact on our visitors, community, and environment. Through our values, Filoli Team members are committed to being Inclusive, Welcoming, Innovative, Collaborative, and committed Stewards using sustainable practices for the future.

### SUMMARY

This position is a unique opportunity for a current or recent college student interested in a hands-on experience with the daily activities of interpreting and managing an early twentieth century historic house museum. Apprentices are required to do an independent project after completing their onsite training. In addition, they may work on conservation, registration, storage and library, accession/deaccession and curatorial projects. The apprentice will be working with a large and extremely diverse collection, including but not limited to - Decorative Arts, Furniture, Wall art, Architecture, Textiles, Exterior decorative art and house finishes. Our collection spans a wide range of styles and eras. The apprentice will have a rare opportunity to interact with all of the collection.

The focus of the 2024 Apprentice project will be the archival of historic items. The Apprentice will review the scope of historic items, determine appropriate categories, sort the items by category, conduct an inventory, scan all items and distribute the archive.

This is a non-exempt, hourly and seasonal position. Hourly wages are \$26.00. Typically, the Apprentice will work Monday through Friday (up to 28 hours per week) with occasional evenings and weekends to accommodate programming (i.e. Summer Nights, Holidays). The scheduling can be flexible but consistent as the Apprentice will be assisting the department with a variety of tasks while they work on their project. Please note that public transportation is not accessible at our location.

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

### **Collections**

- Work on an independent project;
- Assist Director of Museum Collections with occasional conservation, registration, storage and library, accession/deaccession and curatorial projects;
- Assist Collections team in management of museum collection, its care, packing, movement, re-housing, and cyclical maintenance of the collection;
- Work collaboratively with other departments (Learning & Engagement, Facilities, Visitor Services, etc.) on cross-department activities;
- Regular dusting of the objects on exhibit;
- Catalog and inventory the museum's collections;
- Update current location, condition, and status of objects in Proficio database;
- Support department administration operations;
- Provide object movement assistance in the staging for special events, exhibitions, programs, and tours that take place inside the historic house;
- Photograph objects;
- Upload images to Proficio database;
- Update and expand Proficio database records from paper files;

### **General**

- 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**

This position will occasionally supervise a Collections Intern and visitor or volunteer activities.

## **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:**

- At a minimum, some college-level education required (can be current or recently graduated student);

### **Core Competencies:**

- **CURATORIAL EXPERIENCE** – Some previous experience working at a museum or with a historic collection is a plus (specifically a general working knowledge of collection registration methods and proficiency in object handling).
- **PEOPLE, PROJECT, AND PROGRAM SKILLS** – Work diplomatically with a diverse staff. Effective cross-functional collaborative capacity. 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 DEI 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** – Demonstrate strong organizational, communication and interpersonal 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 and working knowledge of Microsoft Office applications (Word, Excel and PowerPoint) and Google applications. Familiarity with collections management databases (ReDiscovery Proficio currently in use) is a plus.
- **AVAILABILITY** – Maintain a flexible work schedule that may include evenings and weekends to meet business needs.

**Skills and Abilities:**

- Work diplomatically with a diverse staff;
- Ability to remain calm and demonstrate flexibility to meet changing needs and expectations;
- Read and interpret documents such as safety rules, operation and maintenance instructions and procedural manuals.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Current driver’s license and automobile insurance for personally owned car used in the course of business.

**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 as well as sitting for long periods of time at a computer;

- 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 interest, related experience, and background to:  
<https://filoli.applicantstack.com/x/apply/a26ons37e5ja>
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.**