



Collections Specialist

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. At Filoli, we are dedicated to connect our rich history with a vibrant future through beauty, nature and shared stories.

SUMMARY

This position is a unique opportunity for a candidate interested in a hands-on experience with the daily activities of managing an early twentieth century historic house. The Collections Specialist will assist with the care, packing, movement, re-housing, and maintenance of the museum collection. The collection includes paintings, furnishings, decorative arts, garden art, textiles and ceramics from the 16th through 20th centuries. Additional collections include three onsite Libraries, Institutional Archives, Educational collections, Special Collections, and the Sally MacBride Nature Education Center Collection. The first floor of the mansion is displayed in a traditional historic house museum style showing the home much as it appeared during the periods of residency (1917 – 1975).

The Collections Specialist is a full-time (30-40 hours per week, flexibly scheduled) non-exempt and hourly position. Depending on candidate experience, the salary range is \$20.00 to \$22.00 per hour. This position is also eligible for employee benefits: medical, dental, vision, life, LTD, Flex Plan, 401(k), vacation, sick leave and holiday pay. Typically, the Collections Specialist works 8:00am to 4:30pm Monday through Friday, as well as some evenings and weekends to support Filoli events. This schedule may change to meet the needs of the organization so flexibility is important.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

- Assist Head Curator and Collections Manager in management of museum collection, its care, packing, movement, re-housing, and cyclical maintenance of the collection, including but not limited to weekly object cleaning and preventative conservation practices;
- Catalog and inventory the museum's collections;
- Update current location, condition, and status of objects in Proficio database;
- Monitor and record environmental conditions throughout the common areas, display and storage areas;
- Deploy, monitor and record integrated pest management program throughout the common areas, display and storage areas of the House, and Sally MacBride Nature Education Center;
- Support department administration operations;
- Coordinate with various departments and volunteer committees in regards to the use of the historic house and collections;
- 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;
- 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 occasionally supervises volunteers, interns, and apprentices on collections projects and during special events.

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:

- BA in Museum Studies, Art History or related field required;
- Current Enrollment in a Museum Studies Graduate Program or a graduate of a Master's program highly preferred;

Experience: Some previous experience working at a museum or with a historic collection.

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 Proficio currently in use) and working knowledge of Microsoft Office Applications (Word, Excel, and PowerPoint);
- Demonstrate strong organizational, communication and interpersonal skills;
- Work diplomatically with a diverse staff and approximately 25 Library & Collections volunteers that assist the department three days per week;
- 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

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 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 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.