



CALIFORNIA  
HISTORICAL  
SOCIETY since 1871

## Senior Collections Manager / Registrar Job Posting 5-23-22

### The Position

The California Historical Society (CHS) is seeking dynamic candidates for the position of Senior Collections Manager/Registrar. Reporting to the Director of Library & Collections, with cross-functional accountability to the Director of Exhibitions & Engagement, the Senior Collections Manager/Registrar is responsible for ensuring the overall safety, preservation, and maintenance of the CHS's extensive collection of fine arts, artifacts, and other materials; and for the administrative processes related to acquisitions, deaccessions, incoming and outgoing loans both on view and in storage, and general collections documentation. In addition, the Senior Collections Manager/Registrar supports CHS's robust exhibition program.

The position requires an individual that can exercise good judgment in a variety of situations, with strong written and verbal communication and organizational skills. The appointee needs the ability to work independently on some projects and as a member or leader of a team on other projects.

### About Us

At the California Historical Society (CHS) we are on a mission to inspire and empower people to make the state's richly diverse past a meaningful part of their contemporary lives. We collect, share, and honor the extraordinarily diverse stories from throughout our state so that Californians may utilize history's lessons to create a brighter tomorrow for everyone.

Founded in 1871, CHS fulfills its mission today by hosting online and in-person programs; mounting changing exhibitions at our headquarters in San Francisco; delivering content via blogs, e-newsletters, online exhibitions, social media, and the CHS Digital Library; providing K-12 teachers with classroom-ready resources; operating a research library; and maintaining a premier collection of original materials documenting the history of California. A new statewide field services program is under development to directly serve local and cultural history organizations throughout the state including those in traditionally underrepresented communities.

Learn more at [www.californiahistoricalsociety.org](http://www.californiahistoricalsociety.org).

## Responsibilities:

### Exhibitions

- Ensure the safety and accurate accounting of objects on display
- Facilitate insurance, transportation and storage arrangements for incoming exhibition items
- Prepare exhibition materials and equipment for installations and de-installations
- Prepare inventories, condition reports, and incoming loan agreements

### Loans

- Manage short and long term outgoing and incoming loans
- Oversee the internal review of requests to borrow; reviewing facility reports, loan agreements, insurance certificates, condition reports, and shipping documents
- Track, document, and process outgoing collection materials
- Create incoming and outgoing receipts and condition reports
- Coordinate transportation of incoming and outgoing items
- Manage and maintain contracts for CHS long term loans to other institutions

### Collection Handling/Safety/Environmental Monitoring

- Monitor the climate, light levels, and security in galleries and in on and offsite storage areas
- Document and report on environmental conditions and take appropriate actions
- Maintain CHS's standard facility report
- Serve on CHS's Disaster Preparedness Committee
- Ensure access to and provide safe handling of collections, loans, and exhibition furniture on-site and at off-site facilities
- Retrieve items as requested from offsite storage areas and coordinate with vendors to move and transport items

### Collection Documentation and Physical Inventory

- Manage the physical inventory and documentation for CHS's fine art and object collections, off-site collections, and exhibition frames and furniture
- Coordinate insurance documentation for CHS collections
- Maintain donor files
- Support Collections Department staff in the accession and deaccession of collection material
- Serve on the Collections Committee

## Skills, Experience, and Education

- Masters degree in museum studies, history, art history, library science, or related field with three years registration experience in a similar institution; OR an equivalent combination of education and experience

### *Required:*

- Demonstrated familiarity with museum registration methods and techniques. Thorough knowledge of museum policies, practices, and procedures, best practices in conservation, object handling, insurance, and museum legal and ethical issues.
- Experience using collections management database software
- Experience using spreadsheets, Microsoft Office Suite, and Google Suite

- Experience managing and ensuring compliance with art/artifact loan arrangements, insurance, and foreign and domestic courier arrangements
- Excellent communication, interpersonal, and organizational skills, with a demonstrated ability to work independently and exercise sound judgment
- Self-starter with the ability to prioritize multiple projects and deadlines simultaneously
- Appreciation of the roles of cultural and historical institutions in contemporary society
- Ability to handle average-weight objects up to 25 lbs.
- Ability to stand and/or walk an average of four (4) hours per day

*Desired:*

- Proficiency in PastPerfect IV
- Knowledge of different types of art and artifacts and their preservation needs
- Experience working with designers, preparators, curators, and others involved in exhibition programs
- Awareness of limits of knowledge and technical skills, and a willingness to seek assistance as needed
- Demonstrated ability to work in a team environment of fluid boundaries and mutual support

\*Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

### **Things you should know:**

The California Historical Society is committed to the principles of Equal Opportunity Employment and encourages applicants of different backgrounds, cultures, genders, experiences, and abilities to apply. As stewards of California history, we recognize the need for and value of diverse perspectives in both historical interpretation as well as day-to-day collaborative teamwork. Applicants should be passionate about the roles that cultural and historical organizations play in contemporary lives across the state and be willing to roll up their sleeves to put those ideals into action with grace, humility, humor and perseverance.

This is a full-time exempt position with benefits, including paid employee health, vision, dental, life, and AD&D, a generous holiday and time off policy, and a team full of interesting and warm people to work with. Position is based in San Francisco and may involve some overnight travel.

Compensation: \$66k-\$72k, depending on experience

The California Historical Society requires that all employees be fully vaccinated against COVID-19 subject to reasonable accommodation. Candidates will be subject to provide proof of vaccination status upon hire.

Interested candidates should submit a cover letter and resume or C.V. to [recruiting@calhist.org](mailto:recruiting@calhist.org). Please include your name and the position for which you are applying in the subject line. Resume review will begin immediately and continue until the position is filled.