

La Jolla Historical Society

PO Box 2085 | La Jolla, CA 92038-2085 | www.lajollahistory.org
Office & Research: 7846 Eads Avenue | Wisteria Cottage: 780 Prospect Street

Deputy Director & Collections Manager

Summary

The La Jolla Historical Society has built a reputation for collaborative, transhistorical, interdisciplinary exhibitions and programs across arts, humanities, and science fields. Projects range in diversity, from contemporary art to historic preservation, local history to current affairs, the natural to the built environment. LJHS is looking for an experienced museum professional as Deputy Director and Collections Manager. This salaried, exempt position is full-time, regular status with benefits. Please note: work week schedule for this position is Tuesday through Saturday.

Primary Duties/Responsibilities

Deputy Director

- Assists the Executive Director in matters of administration and operations, and serves as the senior executive in the absence of the Executive Director.
- Oversees exhibition gallery, volunteer docents, and visitor services operations.
- Assists in the management, installment, and de-installment of rotating exhibitions.
- Manages audio-visual equipment and support requirements.
- Manages social media platforms as tools for effective promotion and communication.
- Works occasional alternate times and special events, including evenings and weekends, as required.
- Performs other duties as required.

Collections Manager

- Serves as collections manager for the LJHS collection of photographs, architectural drawings, biographical and subject document files, manuscripts, artifacts, and works of art.
- Manages an organized volunteer/intern program; assigns and supervises archive-related transactional work.
- Responsible for inventory and accountability of archival materials.
- Responsible for the organization of the on-site archival storage facility and coordination of the off-site archival storage managed by a third party.
- Oversees the maintenance of the archival database in PastPerfect; proficiency with database search strategies; working knowledge of current archival standards and best practices.
- Provides reference services for archive-related inquiries from the members of the public, scholars, or other external researchers; working knowledge of research methodologies.
- Manages the LJHS Online Archive of California (OAC) account.
- Periodically writes original articles for the *Timekeeper* magazine.

Qualifications Required

- Bachelor's degree in History, Museum Studies, Curatorial Studies, Archival Studies, Library Science, Interdisciplinary Arts and Humanities, or a related field.
- Experience in library, museum, or arts/culture organizations.
- Knowledge and experience in archival/collections management.
- Working knowledge of databases and asset management systems.
- Proficiency with MS Office suite.
- Good interpersonal and communication skills, and the ability to work well with a wide variety of work groups and constituents.
- Experience and enthusiasm for working with the public and good customer service skills.
- Critical thinking and problem solving skills.
- An appetite for innovation and new ideas in museum practice.
- Enthusiasm for participating in a wide range of organizational functions.

Preferred

- Graduate degree in a related discipline.
- Proficiency in PastPerfect and Photoshop.
- Experience managing staff, including volunteers and interns.
- Knowledge of regional history.

Salary and Benefits

Annual salary: \$55,000-\$58,000. This is an exempt, full-time position. Benefits include medical and dental insurance, 10 days annual vacation per year for years 1-2 of employment increasing thereafter, 8 days medical leave, and 12 paid holidays.

Equal Opportunity

The La Jolla Historical Society is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, gender identity, sexual orientation, or protected veteran status.

To apply

No later than January 10, 2019, email letter of interest, resume, and three professional references in Adobe PDF format to hfox@lajollahistory.org using the job title ("Deputy Director & Collections Manager") in your subject line. All attachments should be submitted with applicant's first initial and last name included in the file name (for example "B.Jones Resume"). Interviews will be held during January-February, and the position start date is anticipated to be not later than March 1, 2019.