

**Hayward Area Historical Society (HAHS)
Collections Manager
Full Time, non-exempt**



The Collections Manager is responsible for the care of our three dimensional collections, historic houses, and to some extent, our archives collection. This position requires a blend of collections management, interpersonal communications, historic house preservation, and curatorial understanding.

Duties and responsibilities include but are not limited to:

Collections: catalog, photograph and properly store all artifacts in the HAHS Collection at three locations; complete and implement a new Collections Policy and design correct Collections Procedures; implement a Deaccessioning program; maintain and oversee the Past Perfect collection database including its online components as well as all legal documentation related to collections and loans; implement a pest management system; evaluate and implement collections disaster preparedness; work with the Executive Director in implementing a community driven collections policy to locate and acquire appropriate artifacts and ephemera for adding to the permanent collection or for exhibition loans.

Historic Houses: oversee maintenance, preservation, and care of two historic houses, this includes routine inspections of the houses, identifying issues or potential issues, locating proper contractors, soliciting bids for work to be done, overseeing said work, pest management, cleaning, and other activities as necessary. This position will not be responsible for interpretation or programming at the historic houses but will be asked to participate in such activities when necessary and will assist with staffing the historic houses when open to the public. This will include understanding the history of the houses and working with the public.

Archives: work with the Executive Director to ensure care and processing of archival collections; may include handling of research requests from scholars and community members.

Volunteers: working with the Outreach & Education Manager, identify, train and manage volunteers as needed in working with the collections and archives

Other duties: manage department budget; work with Advancement Manager to identify funding opportunities which may include grant writing; work with the Curator on exhibition planning and design; assist with staffing public hours at HAHS facilities as necessary.

Desired qualifications include:

- A strong commitment to working with diverse, socio-economic and multicultural urban communities as well as an ability to deal diplomatically and effectively with all constituencies. Bilingual ability is a plus.
- Graduate degree preferred in museum studies, public history, or anthropology and three years progressive experience with collections in some capacity
- Some knowledge of historic preservation practices, building construction, or archival management is helpful.
- Managerial experience particularly with volunteers is beneficial
- Exceptional communication skills required. Ability to work as a member of a team toward a common result is imperative and also be a self-starter when necessary.
- High level of organization, responsibility, reliability and punctuality.
- Ability to organize, prioritize and efficiently complete multiple tasks while attending to detail and working with a high degree of accuracy.
- Must be proficient in Microsoft Office Suite and willing to learn PastPerfect, and other programs as necessary.
- Ability to lift 25 lbs., a valid CA driver's license and a personal vehicle are required.

Send resume and letter of interest to the attention of:

Diane Curry
Executive Director
Hayward Area Historical Society
diane@haywardareahistory.org