

Collections Manager Position Announced

The San Diego Archaeological Center, a curatorial, research and educational facility, has an immediate opening for a Collections Manager in the Curatorial and Research Department. The successful candidates will have a bachelors or masters in archaeology, museum studies or lab collections management experience and a willingness to work with the public, student interns and volunteers.

General Qualifications

- Bachelor's degree in archaeology, anthropology, museum studies, or related discipline (Master's Preferred)
- Commitment to further the goals of the San Diego Archaeological Center
- Ability to work effectively with Center personnel, professional associates and diverse ethnic groups within the community
- Knowledge of Southern California prehistory and history
- Knowledge of collections management practices and procedures
- Proficiency with computer word processing and database systems
- Knowledge of CEQA and NAGPRA legislation as they relate to collections management
- Effective writing skills
- Ability to set and achieve goals
- Ability to supervise staff, student interns, and volunteers

Responsibilities

Collections

- Oversees the care and condition of collections
- Maintains GIS database and spatial information
- Develops, implements, and monitors collections management procedures
- Produces, organizes and maintains paper and digital collection records
- Catalogues and supervises cataloguing of collections
- Writes reports for federal and other collections as needed to meet agency or grantor requirements
- Monitors use of collections, including maintaining and updating collection and object loan records
- Monitors collections supplies and orders supplies as needed
- Monitors collections storage environment
- Instructs, schedules, and supervises curatorial staff, Collections Management student interns, and volunteers
- Maintains a safe and orderly work space

Research and Publication

- Assists the Research Director and outside researchers in locating collections and objects for research and publication purposes
- Assists the Research Director in assessing research potential of collections

Information Technology

- Configures and maintains Center databases and web domains

- Updates file system and workstations
- Supervises network traffic and users
- Maintains network security
- Maintains digital backup of databases
- Website development preferred (but not necessary)

Compensation: Salary and benefits determined based on experience.

Please send a cover letter outlining your qualifications and a current CV with references to cstankowski@sandiegoarchaeology.org or to the mailing address below.
The San Diego Archaeological Center is an Equal Opportunity Employer.

Cindy Stankowski, Executive Director
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