



CALIFORNIA
HISTORICAL
SOCIETY since 1871

Assistant Curator of Exhibitions and Programs Job Posting (5/22/18)

Are you passionate about history? Do you have unique skills and interests to share? Enjoy producing successful public programs and exhibitions? Please consider this opportunity.

The Position

Based in Los Angeles and reporting to the Director of Exhibitions, the Assistant Curator helps to design, create, execute, and support a program of exhibitions and public history programming that inspires and empowers people to make California's richly diverse past a meaningful part of their contemporary lives. Exhibitions and programs take place in San Francisco, Los Angeles, and increasingly across the State.

Primary Responsibilities:

- Assist with the production of, co-curate and occasionally curate exhibitions to be mounted in the galleries of the California Historical Society in San Francisco, in partner institutions in Los Angeles, or potentially elsewhere around the state.
- Research, organize, and help execute public history projects and public programs.
- Assist with planning and implementation of touring exhibitions across the state and beyond.
- Conduct research within the collections of the California Historical Society and in other collections as necessary and seek out loans or acquisitions in support of exhibitions.
- Research potential exhibition venues.
- Engage with stakeholders and the public to personalize, and facilitate programming and exhibition-related public outreach, including speaking to museum members, general public, press, and donors.
- Prepare and launch promotional content such as emails, blog posts, and social media content.
- Produce written materials to support exhibitions, programs and public history initiatives.

About Us

The California Historical Society (CHS) is a non-profit organization with a mission to inspire and empower people to make the state's richly diverse past a meaningful part of their contemporary lives in order to create a more just and informed future. Founded in 1871, CHS maintains a premier collection of original materials documenting the history of California from the Spanish conquest to the present day. The CHS Collection represents the environmental, economic, social, political, and cultural heritage of the entire state, including materials from outside California that contribute to a greater understanding of the state and its people. Beginning with its founding, and especially since establishing its Yerba Buena District

headquarters on Mission Street in 1995, CHS has served residents of the the state and beyond with its research library, exhibitions, publications, and public educational programs that draw on its important and wide-ranging collections of California history.

Today, CHS is embarking on a four-pronged effort to increase its public accessibility, relevance, and impact through innovative and thought-provoking exhibitions; impactful educational programs for youth and adults; expanded programming in Southern California (where CHS holds significant collections in partnerships with the Autry National Center and the University of Southern California); and a major digital preservation, management, and access initiative. Importantly, CHS has received a major grant from the State of California (through the State Library) to evaluate a relocation to the Old U.S. Mint via a partnership with the City and County of San Francisco.

Together, our small collaborative and dedicated staff is creating an ambitious and exciting future.

Skills, Experience, and Education

Required:

- Bachelor's degree in History, Art History, Museum Studies, or similar field
- Minimum of two-three years of relevant professional experience in museums programming, exhibitions, public history projects or similar areas.
(*Note: additional academic fulfillment may substitute for a portion of the professional experience requirement.*)
- Excellent written and verbal communication skills including proficiency in English, and electronic communication (e.g. email, social media).
- Strong interpersonal skills necessary to develop and maintain positive relationships with colleagues, members, funders, and the general public.
- Ability to take initiative, handle multiple priorities, meet deadlines and work calmly and capably in a team environment of fluid boundaries and mutual support.
- Proficiency with Microsoft Windows, Word, Excel, Powerpoint, Outlook, and other such programs used in an office environment.
- Proven ability to work successfully in a multi-cultural, collaborative team environment.
- Demonstrated ability to work independently and exercise discretion and sound judgment.
- Demonstrated ability to focus on details and follow through in order to produce accurate work on time within a rapid-fire work environment.
- Curiosity and an interest in California history essential.
- Ability to lift up to 40 lbs.

It would be great if you also have:

- An advanced degree in history, art history, museum studies, or similar field
- Bilingual (Spanish) fluency
- Familiarity with collections management systems
- Experience installing exhibitions.

- Basic skill with audio/visual equipment

We want to know about other skills and interests you would bring to the position!

Things you should know:

The California Historical Society is an Equal Opportunity Employer, deeply committed to diversity among its staff. This is a full-time non-exempt position with benefits, including fully 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 Los Angeles, and incumbent must be able to frequently travel throughout the greater Los Angeles area for logistics, errands, venue set-up, etc.; position also involves some overnight travel, evenings and weekend work.

Interested candidates should submit a cover letter and resume to recruiting@calhist.org.