Registrar
Part-Time, non-exempt (temporary)
$20/hr

The Hayward Area Historical Society (HAHS) is seeking a part-time Registrar to assist with cataloging. The position will primarily be responsible for processing an accession backlog and updating collection records. This position will also work with interns on a grant-funded collections project, participate in holiday decorating at two historic houses, develop a deaccession policy, and assist with disaster preparedness as time allows.

The ideal candidate....

...is looking for a part-time only position to start building their resume or get back into the field.

...is working toward or newly completed an MA in Museum Studies.

...has completed at least one collections class and internship and has worked with or has working knowledge of a collections database (preferably PastPerfect).

...is willing to take direction but also be a self-starter when necessary and comfortable working alone.

Particulars:

The position is funded for one year for 24 hours per week, days and hours specifically worked are flexible.

This is not the position for someone looking to develop exhibitions or work on programming. This position will give someone the opportunity to apply classroom lessons in real situations. Creativity and flexibility in thought is helpful, especially working with a tight budget in a medium-sized institution.

The work will primarily be at the HAHS facility in downtown Hayward but may also involve collections and care at two historic houses located within 5-miles of the downtown facility.

Able to lift 25 pounds and climb a ladder.

Position reports to the Executive Director.

Job to start July 2023

Please send a letter (email) of interest and a resume to Diane Curry, Executive Director at diane@haywardareahistory.org