



SOUTHERN OREGON
HISTORICAL SOCIETY

We're
Hiring

Collections Assistant/Registrar



COLLECTIONS ASSISTANT AND REGISTRAR (PART-TIME)

SOHS MISSION: To make history come alive by collecting, preserving, and sharing the stories and artifacts of our common heritage.

POSITION TITLE: Collections Assistant and Registrar

STATUS: Part-time

REPORTS TO: Curator of Collections and Archivist

SUPERVISES: Assists the Curator in training volunteer and intern personnel for the Collections Department.

DUTIES AND RESPONSIBILITIES:

1. Oversee the accessioning process for all collections items, including acquiring deeds of gift, assigning accession numbers, and creating paper and electronic accession records.
2. Manage collections records in our PastPerfect database according to professional standards and best practices. Recommend improvements for records management processes, documentation of collections items, and data standards and quality.
3. Oversee the cataloging and documentation process for all collections items, including photography and/or other associated digital media, labeling of collections items, and creating corresponding catalog records in PastPerfect.
4. Manage storage and ongoing care for collections items, including creating appropriate archival storage vessels, determining permanent storage locations, and monitoring environmental conditions in our collections storage facility.
5. Execute required legal paperwork for all new accessions, deaccessions and loans.
6. Serve an essential function on the Collections Committee by researching and presenting all new acquisitions to the group for consideration each month.
7. Assist the Curator of Collections and Archivist as needed with other Collections-related tasks, including archival storage, cleaning and staging historic house properties, and exhibits research.

EDUCATION AND EXPERIENCE:

1. Bachelor's degree required, preferably in history, museum studies, anthropology, archaeology, or a related field. Equivalent educational experience will be considered.
 2. Minimum one year's experience in a museum or archaeological collections setting required. Please describe relevant experience in cover letter.
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SKILLS AND ABILITIES:

1. Strong computer and technology skills, including proficiency with databases, word processing, spreadsheets, and cloud storage.
 2. Detail-oriented, meticulous, and careful.
 3. Good oral and written communication skills.
 4. Comfort working both independently and as part of a larger team of staff and volunteers.
 5. Exercise sound judgment and abide by and enforce collections care policies.
 6. Be able to lift and move objects weighing up to 30 pounds unassisted; be on one's feet for extended periods of time; and be able to push, pull, reach, stoop, crouch, lie on the floor, kneel, and use gross and fine manipulation.
 7. Must have a valid driver's license and be able to drive to various locations in and around the Medford area as part of the position.
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HOURS AND COMPENSATION: \$17.00 per hour, for 15 hours per week.

BACKGROUND CHECK: The Southern Oregon Historical Society (SOHS) strives to provide a safe study, work, and living environment for its staff, volunteers and visitors. To support this environment and comply with applicable laws and regulations, SOHS conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal (felony and misdemeanor) history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will be conducted when required by law or contract and when, in the discretion of SOHS, it is reasonable and prudent to do so.

EEOC: SOHS is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. SOHS is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Oregon State laws, regulations, and executive orders regarding non-discrimination and affirmative action.

VACCINATION STATUS: Only individuals who are fully vaccinated against Covid-19 are eligible for employment by SOHS.



Employment Application

Applicant Information

Full Name: Last First M.I. Date:

Address: Street Address Apartment/Unit #

City State ZIP Code

Phone: Email

Date Available: Social Security No.: Desired Salary:\$

Position Applied for:

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when?

Have you ever been convicted of a felony? YES NO

If yes, explain:

Education

High School: Address:

From: To: Did you graduate? YES NO Diploma:

College: Address:

From: To: Did you graduate? YES NO Degree:

Other: Address:

From: To: Did you graduate? YES NO Degree:

References

Please list three professional references.

Full Name: Relationship:

Company: Phone:

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

You may submit your completed application by email to employ@sohs.org

OR

By US Mail addressed to:

Employment
Southern Oregon Historical Society
106 N. Central Ave., Medford OR 97501