



Chinese Historical Society of America

Registrar Position

Full time 20 hours/week, July - January 2022, contract

Reports to: Executive Director

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Overview

The Chinese Historical Society of America (CHSA) is the oldest organization in the country dedicated to the interpretation, promotion, and preservation of the social, cultural and political history and contributions of the Chinese in America. When founded in 1963, there were fewer than 250,000 people of Chinese descent living in the US and CHSA was a lone voice for the study and dissemination of the history of this segment of the US population. Today, as the number of Chinese in the US has risen to over 4 million, CHSA strives to be a responsible steward of the remarkable narrative of this rapidly growing and increasingly visible community. CHSA promotes the contributions and legacy of the Chinese in America through its exhibitions, publications, and educational and public programs.

CHSA is currently seeking a qualified professional to fill the position of Registrar.

Job Summary

This position will be primarily responsible for the daily management and care of the museum archival collection including storage, preservation, exhibition and research, plus the acquisition, accession and de-accession of all archival items.

- Assists in managing the archival collection of the museum.
- Supports community efforts to utilize archival collections items for storytelling, on site, through exhibitions, public programs and social media.
- Performs specialized procedures in archive handling, management, storage, preservation and exhibition.
- Obtains, develops, organizes and catalogs new collections of individual archives to enhance and improve existing inventories.
- Assists with developing and maintaining an automated record-keeping system for archival collection.
- Identifies, researches and prepares archival collection items for exhibit displays.
- Supports curatorial efforts creating exhibition concepts and developing exhibition frameworks and content.
- Assists with the shipping and reception of loans and traveling exhibits for the museum.
- Responds to all requests for archive research from public and private interests.



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- Coordinates, trains and supervises volunteers that work in the collection area of the museum.
- Assists with special events.
- Performs other related duties as assigned.
- Secondary responsibilities include providing research and project support to education and community programs and assisting in the museum as needed and providing general administrative support as required.

Knowledge, Skills and Experience

- Two-year minimum experience in a similar position.
- Must be able to work independently and take complex situations and identify work priorities.
- Possession of a bachelor's degree in art history, museum studies, or related field.
- Ability to manage both CHSA collections and loans for exhibitions.
- Ability to work a flexible schedule with some weekends and evening work.
- Excellent organizational and communications skills and demonstrated leadership ability are also required.
- Proficiency in PastPerfect strongly preferred.
- Bi-lingual / bi-literate in Chinese preferred

Physical Demands: While performing the essential functions of this job, the incumbent must be able to do the following:

- sit for extended periods;
- bend and reach for filing and other job-related functions;
- climb up and down stairs;
- stand, bend, stoop, and lift to move and retrieve materials;
- pull, push, and lift;
- reach both above and below shoulder height and;
- walk while carrying 50lbs.

Specific visual abilities include close vision, color vision, depth perception, and the ability to adjust focus. Must be able to visually inspect work. Manual dexterity to operate computer and other office equipment required. Heavy usage of computers and phones required.

CHSA is an equal opportunity employer and does not tolerate unfair treatment because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.

Job Type: Part-Time, Contract, 20 hours per week through December 31, 2020, Pay \$20-\$25/hr

Submit cover letter and resume to Deputy Director, Pam Wong, pwong@chsa.org, subject line: "Registrar Position". No phone calls please.