



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

JOB ANNOUNCEMENT

POSITION TITLE:	<u>Pechanga Collections Manager</u>	OPENING DATE:	<u>October 5, 2022</u>
CLASSIFICATION:	<u>Full-Time</u>	FILING DEADLINE:	<u>Until Filled</u>
STATUS:	<u>Non-Exempt</u>	DEPARTMENT:	<u>Cultural Resources</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>Dir. Cultural Resource</u>

HIRING PREFERENCE POSITION CATEGORY:	B
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SUMMARY:

The Collections Manager is responsible for contributing to and maintaining the Tribe's collections housed in the Cultural Resource Department repositories. The collections include but are not limited to: digital and physical archival material including paper documents, manuscripts, sound and visual recordings, as well as cultural items and archaeological objects. The Collection manager is responsible for assisting in generating and maintaining the digital records, ensuring the collections are accurately documented and properly stored, and conserving the physical items. The Collections Manager also assists with the creation and preparation of exhibits on the Pechanga Reservation and at outside museums and institutions and works closely with the Curator, Archivist, and other Cultural Department staff, including interns, outside vendors and colleagues. The collections manager plays an important role in establishing and achieving goals to improve the care and preservation of and access to the Pechanga collections and may be called upon to help lead projects in these areas, such as emergency preparedness.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Managing proper documentation of the Pechanga collections, including accessioning and deaccessioning, cataloging, digitization, inventories, and other records
- Maintaining the collections management database (Past Perfect), object files, the server and backup system
- Ensuring proper care and preservation of the Pechanga collections by helping manage the collections storage rooms, environmental conditions data and analysis, curatorial housekeeping, and conservation projects
- Contributing to exhibition planning and installation, including assisting in overseeing incoming and outgoing loans
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Bachelor's degree in history, art history, museum studies, or a closely related field **required**
- A minimum of five (5) years of professional experience managing cultural items and/or artifact collections in a museum environment **required**
- Must have a thorough knowledge of collections management standards and best practices

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. At-Will Employment: Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. Drug Testing: The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. Background Investigation: All candidates and employees may be subject to a background investigation.

- Demonstrated experience managing the care, preservation, and documentation of museum collections, especially in museum registration, collections management software, object handling and housing, loan procedures, and exhibition installation is **required**
- Experience working with/for Native Americans, with an understanding of the special needs and concerns governing the management of Native American collections preferred
- Must have experience and be proficient in MS Office Suite, including Word, PowerPoint, Excel and Outlook
- Experience or ability to learn to use the cataloging software, PastPerfect
- Must have experience with data input and/or data entry
- Basic knowledge of the Luiseño culture and tradition and Native American history preferred
- Must have excellent project management skills
- Must have the ability to perform moderate physical activity, such as climbing ladders, operating a lift, lifting, kneeling, and standing or walking for extended periods of time
- Must have the ability to work occasional evening and weekend hours
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation.

BENEFITS:

The Pechanga Band offers a comprehensive and competitive benefit package for all full-time employees. Benefits include the following:

- **Paid Time Off** – Vacation, Sick and Holiday pay
- **Retirement** - 401(k) retirement plan with a generous employer match
- **Health & Wellness Coverage** - Medical, dental and vision coverage
- **Life and Long Term Disability** - \$25,000 employer paid life and Long Term Disability
- **Flexible Spending Accounts** – Healthcare and Dependent care reimbursement accounts
- **Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance**
- **Supplemental Coverage** – Disability, Accident, Cancer, Life, and Hospital Confinement
- **Legal Shield and Identity Shield**
- **Pet Insurance**
- **Education Reimbursement Opportunities** – For pre-approved specific, job related education
- **Employee Assistance Program (EAP)** – Face-to-face counseling, Legal assistance, Financial assistance, ID recovery, Tobacco cessation, Dependent care and Daily living resources, and Crisis consultation

COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:

PECHANGA GOVERNMENT CENTER
12705 PECHANGA ROAD TEMECULA, CA 92592

WWW.PECHANGA-NSN.GOV

Send application and resume to:

Email: HR@PECHANGA-NSN.GOV

Fax: 951-587-2209

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