

## MUSEUM CURATOR

### DEFINITION

Under administrative direction of the City Manager's Office, and guidelines set by the Capitola Historical Museum Board of Trustees, the Curator is responsible for museum administration including oversight of the volunteer program; creation and upkeep of interpretive exhibits on Capitola's cultural, architectural, and natural history; acquisition of historic artifacts; safeguarding Capitola's museum collection through archival storage and record keeping; maintenance of files and resources related to historic preservation; continuation of historical research and public education; acting as liaison with related organizations within Santa Cruz County; functions as the city historian; and undertakes public relations activities on behalf of the museum.

### SUPERVISION RECEIVED

- Receives executive direction from the Administrative Services Director
- Supervises Museum Volunteers, using the Board appointed volunteer coordinator to recruit, train and schedule volunteers that host the museum during open hours.
- Bargaining Unit: Association of Capitola Employees

### ESSENTIAL DUTIES AND RESPONSIBILITIES *(may include but are not limited to the following):*

- Manage budget and finances, correspondence, office operations, respond to inquiries from the public, act as liaison with Capitola City agencies as required, assist in preparation and mailing of agendas, news releases, etc.
- Develops in cooperation with the Museum Board President, the agenda for the Board meetings; attends and reports to the Board at its meetings.
- Develop, plan, implement and coordinate various museum activities such as special displays, exhibits, lectures, walking tours, films, and related programs.
- Maintains changing exhibits at the Capitola Branch Library.
- Recruit, train & supervise volunteers.
- Prepare and assign museum projects for volunteers, e.g., oral history, cataloging.
- Follows established procedures for accessioning the museum collection, with adequate documentation. Safeguards artifacts with proper archival materials for storage and preservation. Handles the process of acquisition and accessioning of materials in agreement with museum and City policies.
- Assists museum trustees with newsletter production and expansion of activities, identifying funding resources to carry them out
- Respond to and acknowledges gifts and donations.
- Identify and research appropriate purchases of artifacts.
- Develop partnerships with local schools, businesses, community organizations, services, clubs, etc.
- Organize and oversee fundraising activities in support of museum activities.
- Develop community relations with appropriate activities such as speakers' program, newsletter, history trunks.
- Collects and maintains files and resources related to historic preservation and

provides access to the public.

### **MINIMUM QUALIFICATIONS:**

Knowledge of:

- Organizational and management techniques.
- Computer database programs, such as Past Perfect Museum Software, used to accession museum objects.
- The community of Capitola, its relationship to Santa Cruz County, and its history.
- The principles and practices of museum operations, including museum education program development and administration and museum exhibit design, development, planning and implementation.
- Effective supervisory techniques.
- Effective fundraising techniques
- Modern archival principles and methods.
- CEQA (California Environmental Quality Act) and the Secretary of Interior's Standards for Historic Preservation
- Techniques and style guidelines for writing and publication of historical materials

Demonstrated Ability to:

- Create, coordinate, promote, and implement museum programs, activities and events.
- Conceptualize, plan, design, and construct museum exhibits with interpretive descriptions.
- Establish and maintain positive working relationships.
- Communicate effectively both verbally and in writing.
- Use computer programs related to museum operations.

### **REQUIRED EDUCATION AND EXPERIENCE**

Any combination of training and experience which is likely to provide the required knowledge and abilities would be acceptable for employment. A typical background would be:

A Bachelor of Arts (BA) or Bachelor of Science (BS) from a college or university in the field of museum studies, history, social science, natural sciences, anthropology, public administration, business or a related field, and two years of experience in museum operation.

### **OTHER REQUIREMENTS:**

Willingness to work occasional evenings and weekends as assigned. Willingness to attend offsite meetings and training sessions.

### **ENVIRONMENTAL AND WORKING CONDITIONS:**

Position requires sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. Climbing ladders, lifting heavy objects up to 50 pounds, working with glue and adhesive sprays, and some carpentry work is also required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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