



420 Capitola Avenue
Capitola, California 95010
Telephone: (831) 475-7300
FAX: (831) 464-8659
Website: www.cityofcapitola.org

CITY OF CAPITOLA

Museum Curator (part-time 20 hrs/week)

Salary: \$20.46 - \$24.87

FILING DEADLINE: JULY 8, 2013 5:00 PM

The ideal candidate for the position of Museum Curator is an individual who has extensive knowledge of Capitola's rich history, previous experience in the operation of a museum, effective organizational skills, excellent customer service skills, and strong interpersonal communication skills. This person will have a positive attitude, helps others and works as a team member.

GENERAL PURPOSE

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Recruit, train & supervise volunteers.
- Prepare and assign museum projects for volunteers, e.g., oral history, cataloging, etc..
- 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 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, lecture, walking tours, films and related programs;
- 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 acknowledge 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.



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- Develop community relations with appropriate activities such as speakers program, newsletter, and history trunks.
- Collects and maintains files and resources related to historic preservation and provides access to the public

KNOWLEDGE, SKILLS AND ABILITIES

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, earth sciences, anthropology, public administration, business or a related field, and two years of experience in museum operation.

APPLICATION AND TESTING PROCESS

Applications must be submitted to Liz Nichols in the Personnel Department, 420 Capitola Ave. Capitola, CA 95010, by the filing deadline. No postmarks accepted. An application and **supplemental questionnaire** may be obtained by calling 831-475-7300 or by going to the City's website at www.cityofcapitola.org. Applications will be reviewed for accuracy, completeness and job related qualifications. A limited number of persons whose application materials clearly demonstrate they most closely meet the requirements may be invited to participate in the selection process which may be a combination of written, oral, and/or performance exams.

Reasonable Accommodations for disabled applicants will be made. If special accommodations are necessary at any stage of the examination or application process, please provide the City of Capitola with advance notice and every attempt will be made to consider your request.



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APPOINTMENT AND BENEFITS

Appointment: Appointment is subject to successfully passing a pre-employment physical, background and criminal history check. Before starting work, applicants must present documentation of their identity and authorization to work in the U.S. Following appointment, a six month probationary period may be required as the final phase of the appointment process. Names of successful candidates who do not receive a job offer will be placed on an employment list.

Benefits: Retirement: The City participates in CalPERS [2.5%@55](#) for employees hired after 1/1/2013 with less than a six-month break in PERS-qualified employment. City contribution is capped at 11.488% for 5 years. As of 7/1/2013 employees contribute 14.091%. For employees who have never been a member of CalPERS, the retirement formula is 2%@62. Medical: contribution by the City to your health, dental and vision care; life insurance; a 457 plan, and Employee Assistance Programs. Other benefits also include paid vacation, sick leave, and holidays. The City does not participate in Social Security. The City offices are closed for is one week, without pay, usually between Christmas and New Years.



The City of Capitola encourages workplace diversity and is an equal opportunity employer. The City of Capitola is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all of its programs and activities.

NOTE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE.

Attachment: Supplemental Questionnaire.



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CITY OF CAPITOLA MUSEUM CURATOR

Supplemental Questions

(Total responses should not exceed two pages)

1. Please describe your experience designing an exhibit, including concept development, research, creation and marketing.
2. What are the biggest challenges that you see for museums today and in the future?