

## City of Capitola

### MUSEUM COORDINATOR

#### DEFINITION

Under administrative direction of the City Manager, is in charge of basic museum administration which includes administration of the volunteer program; maintaining displays, museum archives and special collections; acquisition and cataloging of collection; and public education, fundraising and outreach.

#### DISTINGUISHING CHARACTERISTICS

This position is a half-time position, under the supervision of the City Manager, which operates under the policies and general direction set forth by the Museum Board.

#### ESSENTIAL FUNCTIONS

- Recruit, train & supervise volunteers.
- Prepare and assign museum projects for volunteers, e.g., oral history, cataloging, etc.
- Manage budget, correspondence, day-to-day 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.
- Assist Museum Board in planning the expansion of services and activities and the funding resources to carry them out.
- Mount and interpret displays.
- Maintain museum archives and special collections, e.g., photographs.
- Carry out acquisitions in accordance with museum and city policies.
- Respond to offers of gifts and donations.
- Identify and research appropriate purchases of artifacts.
- Catalog holdings and new acquisitions.
- Ensure conservation of collections.
- 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.

#### KNOWLEDGE AND ABILITIES

##### Knowledge of:

- Organizational and management techniques.
- The Capitola community and its history.
- Effective supervisory techniques.
- Effective fundraising techniques
- Basic archival principles and procedures.

Ability to:

- Establish and maintain positive working relationships.
- Communicate effectively both orally and in writing.
- Operate personal computer.

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:

Successful completion of advanced undergraduate course work from a college or university in the field of museum studies, history, social science, anthropology, public administration, business or related field; and two years' experience working with the public utilizing supervisory, management and fundraising skills.