

CARPINTERIA VALLEY HISTORICAL SOCIETY

EXECUTIVE DIRECTOR/CURATOR JOB DESCRIPTION

The Carpinteria Valley Historical Society, which owns and operates the Carpinteria Valley Museum, seeks a multi-talented, motivated, personable individual to become its next Executive Director/Curator. The Carpinteria Valley Historical Society is a nonprofit educational organization that created, maintains, and operates the museum and research library. The Society's mission is dedicated to operate and maintain a free museum and research library in order to systematically collect, preserve, interpret and exhibit historical objects, artifacts, documents and other items of historic significance as they relate to the Carpinteria Valley; and to provide for the public study, education, and enjoyment of these collections. The current Executive Director/curator is the sole employee, working with over 50 dedicated volunteers and according to the strategic direction of the Board of Trustees. This person will be high profile as the face of the museum in the Carpinteria and Santa Barbara communities. The Executive Director/Curator will be responsible for all administrative duties required to execute the mission of the organization.

Museum Overview

The Carpinteria Valley is located on the Pacific Coast in the southwest corner of Santa Barbara County, California, midway between Santa Barbara and Ventura. The museum is located in a quaint residential area of small Victorian homes and bungalows just one block east of the town center, about a mile from the site of the ancient Chumash village of Mishopshno. It provides a fascinating glimpse into the Valley's past with a variety of unique exhibits that examine the three major cultures that made this valley their home. The current museum was built in 1969 and a memorial wing was added in 1983 bringing it to its current size of about 5,000 square feet.

Job Summary, as currently executed:

Operational Planning and Management:

- Implementation of Board policy and organizational planning
- Oversee the day-to-day operations of the museum
- Manage the facilities including oversight of building and grounds maintenance
- Recruitment, training, and supervision of volunteer staff
- Physical requirements: climb stairs and ladders, be able to stand for many hours, carry boxes of artifacts and other large objects. The museum's flea markets can be physically demanding.

Financial Planning and Management

- Work within and maintain a balanced budget
- Ensure that the Board is provided with comprehensive reporting of the museum's finances on a regular basis
- Prepare the annual operating budget with the Treasurer, Finance Committee, and Board of Trustees
- Manage and be aware of current income streams, membership, flea markets, events, annual operating fund-raising and endowment utilization
- Sit on finance and investments committees
- Continue to develop and grow the endowment fund through bequests, life memberships, and donor cultivation.
- Research, develop, and write grants for capital, endowment and operational funds.
- Create and manage fund raising activities.

Museum Curator

- Develop and maintain collection's holdings and implement professional practices in care and conservation.
- Supervise volunteers in special collections including archives, photographs and oral histories.
- Develop, research, and design museum exhibits.
- Oversee educational programs and tours
- Conduct and facilitate research as requested by members of the public.

Community Relations and Advocacy

- Serve as a community liaison and spokesperson, publicize the museum and its activities.
- Develop and conduct tours and special programs for school curriculum and other group's special interests
- Publish, edit, and coordinate a bimonthly newsletter and weekly newspaper column on local history
- Organize and host field trips to museums, special exhibits, and culturally significant sites for members and the community
- Work with governmental bodies—municipal, state, and federal—to implement local policies and laws that affect the museum and to advocate for historical preservation

EXPERIENCE AND QUALIFICATIONS:

- Bachelor's degree required with a Master's Degree preferred. A degree in American or Western History, Cultural Anthropology would be a plus.
- Prefer five years' experience in a museum, cultural institution or non-profit organization with managerial responsibilities.
- Clear and comprehensive communication and writing skills.
- Proven ability of team-building to work collaboratively and effectively with boards, volunteers, and other stakeholders.
- Excellent planning, time management, and decision-making skills.
- Success in developing, managing, and growing an annual operating budget. Basic accounting skills required and working knowledge of QuickBooks software a plus.
- Willingness to work a variable schedule, including evenings and weekends when needed.
- A sense of humor, flexibility, creativity, and the ability to manage multiple deadlines are essential.
- Ability to roll up sleeves and be a bit of a jack-of-all trades in a casual, convivial work environment with a volunteer staff.
- Strong computer skills and software proficiencies required.

COMPENSATION AND TERMS OF SERVICE

- Full time, exempt, salaried position
- Compensations: Base salary range \$65,000 to \$75,000 commensurate with experience and qualifications
- Benefits package includes salary, health insurance, and paid vacation.
- Compensation and performance reviewed annually.

ORGANIZATIONAL PROFILE

- Annual Operating Budget approximately \$150,000.
- Board of Directors 12-15
- Present staffing 1 full-time Executive Director/Curator with approximately 50 volunteers

SUBMISSION REQUIREMENTS:

Job open until filled.

Please submit all required documents by March 31, 2022 to:

Carpinteria Valley Historical Society

956 Maple Avenue

Carpinteria, CA 93013

or

info@carpinteriahistoricalmuseum.org

- Email subject line: Director/Curator Applicant
- Cover letter
- Professional and Educational Resume
- Two writing samples such as a scholarly paper, article, newsletter, press release etc.
- Three professional references to be reached by phone (at least one must be a former supervisor)