Curator of History
Organization: Mission Inn Foundation
Location: Riverside, CA

ABOUT THE POSITION:

The Curator of History is a key member of the Foundation staff. This position reports directly to the Executive Director. The Curator is responsible for the overall organization and management of the Mission Inn Foundation’s collections including collection development and acquisitions; database management; and exhibition research, design, and implementation. The right candidate will have the opportunity to grow with this institution, developing their professional skills, and increasing their goals and responsibilities.

ABOUT THE MISSION INN FOUNDATION:

The Mission Inn Foundation was incorporated in 1976 to assist in the preservation and restoration of the Mission Inn (designated a National Historic Landmark in 1977) and originally, to assist in managing the hotel during ownership by the City of Riverside. The Mission Inn Hotel and Spa is now privately owned by Duane and Kelly Roberts, and the Foundation has a unique role of operating a non-profit museum within an operating for-profit hotel. The Mission Inn Museum was opened in 1993, simultaneous with the reopening of the Mission Inn Hotel and Spa after extensive renovations. The Mission Inn Foundation operates the Mission Inn Museum. The museum’s collection is significant in demonstrating the epic periods of Mission Inn development. Frank A. Miller, the original owner and developer of the Inn, was an early proponent of the Mission Revival movement, an avid collector of art from around the world, an original thinker, a marketing genius, and a strong community booster. Miller’s central role in the development of Riverside and the forging of a community identity gives the museum a broad range of suitable interpretive topics.

RESPONSIBILITIES:

Collections Care & Management

- Maintain the Collection Management Database (Argus), including complete and accurate electronic and hard copies of all object records; responsible for all digital and paper documentation, and images related to the permanent collection and exhibitions.
• Manage all collection records including object files, rights and reproductions, and cataloging of new acquisitions.
• Prepare and archive all essential history-related records and documents, including past, present and future exhibitions.
• Manage collection storage areas and galleries.

Exhibition & Educational Programming

• Coordinates the planning, design, and installation of exhibitions.
• Host receptions for regular exhibits.
• Lead regularly scheduled and special appointment exhibit tours.
• Ensure that all museums' activities; exhibits, receptions and tours are documented -photographed and/or video recorded.
• Oversee the creation of exhibition/event-related PR pieces including brochures, exhibition announcements, website announcements, and advertisements.
• Collaborate with Curator of Education to ensure educational programs are relevant.
• Develops public educational programs including lectures, field trips, film series, and other related programming.

Outreach

• Represent the Foundation’s vision, mission, programs and goals within the community and at programs, events and/or as needed.
• Network and collaborate with historians, other history organizations and essential community agencies.
• Strive to engage the local and regional community in the work of the Mission Inn Foundation.

Other

• Lead History Research Committee.
• Participate in regular staff meetings.
• Annually, review Curator of History job description and recommend changes as needed.
• Provide input to the ED regarding long and short term strategic plans.
• Assists in grant writing and other sources of resource development
• The position is full time and requires ability to work flexible hours when needed, including evening and weekend work.

EDUCATION AND EXPERIENCE:

• A Bachelor’s degree from an accredited college or university with emphasis in history, material culture, museum studies or related area. Ideal candidates will have a Master’s degree or
equivalent work experience in American History, California History or related fields. Ability to speak and read Spanish desired.

- Three to five years curatorial experience

**QUALIFICATIONS:**

- Excellent written and verbal communication skills with demonstrated ability to write interpretive material.
- Demonstrated ability to conduct independent scholarly research, particularly in the areas of regional history.
- Ability to work effectively, professionally and positively with staff, docents, board members, volunteers, and all other internal and external contacts.
- Proven ability to work successfully with a diverse group to achieve institutional objectives.
- Ability to work independently and as a member of a team.
- Knowledge of accepted registration, collection management, art handling, and preventative conservation practices in line with AAM standards of care.
- Working knowledge of museum database and other computer programs, including Microsoft Office.
- Detail oriented with strong organizational and interpersonal skills.
- The ability to effectively communicate with a wide variety of audiences, including the public, is essential.
- Problem solving, research, and analytical skills.
- Coordinate complex projects to completion.
- Strong creativity and initiative.
- Ability to work in a fast paced environment, be receptive to change and innovation, and manage multiple tasks.

**WORKING CONDITIONS & PHYSICAL TASKS:**

Candidate must have the ability to sit at a desk for extended periods, lift and move documents and supplies up to 30 lbs. and bend or reach to file and retrieve documents. Ability to climb ladders and stairs while carrying heavy or bulking loads and to safely use hand and power tools. Valid Class “C” California’s driver’s license by date of hire and access to own vehicle.

**COMPENSATION & BENEFITS:**

Salary is competitive and commensurate with experience. Full-time position eligible for benefits, including medical insurance, disability, and vacation, holiday, and sick time, and the option to participate in our 401K program.
APPLICATION INSTRUCTIONS:

- No phone calls please.
- Email in confidence your resume, salary history, and a cover letter (in one pdf) to MIFJobs@missioninnmuseum.org (be sure to note Curator of History Appl. in the subject line of your e-mail).
- Applications without a cover letter will not be considered.
- Note in your cover letter where you found this posting.
- http://missioninnmuseum.org/contact/careers/

The Mission Inn Foundation is an equal opportunity employer
Submission of your application is not an offer of employment or an employment contract

Deadline:
Open until filled.