



Job Description: Museum Curator – Dixon Historical Society & Museum

Summary of Position: The Dixon History Museum Curator is tasked with managing the Museum's collections and exhibits related to the history of Dixon and its surrounding areas. This includes, but is not limited to, organizing high quality exhibits that examine a variety of topics involving inclusive, culturally diverse, and historically accurate research-based projects in a fair, equitable, and ethical manner that demonstrate multiple perspectives, and that remain true to the Dixon Historical Society Mission Statement. Museum Curator is further tasked with; working with other institutions and organizations to research, plan, and set up exhibits; engaging in the collection, organization, and preservation of artifacts both within the Museum collection and those borrowed or loaned with other individuals/institutions; working collaboratively with a team that handles rapidly changing priorities; and working to problem-solve creatively. The ability to work both independently and collaboratively is a must, with self-discipline to meet deadlines and manage time while keeping the team well informed. This is a part-time, on-site position that reports to the Board of Directors.

Reporting Relationship: The Museum Curator shall report to the Board of Directors. Volunteers shall report to the Museum Curator.

Hours of Work: Most hours will take place on site at our museum at 125 West A Street, Dixon, CA 95620. Not to exceed 20 hours per week.

Rate of Pay: \$25 - \$35 per hour, commensurate with experience and level of education. Potential to earn a stipend for grants awarded. Benefits are not available currently.

SPECIFIC RESPONSIBILITIES

- Oversee Museum operations.
- With prior Board approval, set up high quality exhibits 1-3 times a year by engaging in research, planning, and implementation. Coordinate with current volunteer designer at time of setup of each exhibit.
- Write public relations pieces for events, exhibits, newspapers, social media, and other means.
- Collaborate with the Board on projects, including but not limited to fundraising efforts, including researching, identifying, and writing grant applications, collecting donations, organizing 1-2 fundraising events per year, preparing marketing materials, and planning and implementing new membership drives.
- Work with volunteers to support public operations of the Museum, including the opening and closing of the building, scheduling school visits, communicating visitation information in person and on the phone, and overseeing volunteers when on site.
- Work closely with the Board on the development, implementation, and presentation of 4 quarterly historical presentations per year, including, but not limited to, public programs, engaging in a community presence, and implementing objectives for museum growth through speaking engagements, books clubs, and other programs to draw visitors to the museum. Be present at all events and exhibit openings.
- Oversee the Museum collections related to Dixon and the surrounding areas; provide support, on an as-needed basis, to current volunteers with donated and loaned items, catalogs, and the preservation of Museum artifacts. Maintain accurate records, databases, and inventories of materials in storage, on display.
- Understand the ethics, standards, and professional practices of museums, with ability to implement new and updated policies.
- Train museum greeters prior to each exhibit. Assist, as needed, to update and maintain exhibit information packets for greeters by providing pictures and historical information.
- Other duties related to the Dixon Historical Society and Museum as requested by the Board.

PREFERRED QUALIFICATIONS

1. A minimum of two years of experience working in a museum or similar organization.
2. Undergraduate degree, or be currently working toward a degree, in one of the following disciplines:
 - Anthropology
 - Archaeology
 - Art
 - Art history
 - Event/Exhibition management
 - History
 - Museum Studies
3. Excellent written and verbal communication skills in English. Knowledge of other world languages.
4. Experience utilizing a variety of technology programs and applications. A willingness to learn technology programs.
5. An ability to collaborate with others, including but not limited to the Board, committee chairs, volunteers, museum greeters (docents), and Dixon Historical Society members.
6. An ability to work well independently, set and meet deadlines, prioritize tasks, and communicate needs to team.
7. A willingness to work irregular hours, including weekends and evenings, when required.
8. Demonstrate a strong attention to detail and ability of advanced organizational skills.
9. The ability to be flexible with demonstrated problem-solving skills.
10. Operate a variety of museum-related and office equipment, including computer, smart phone, printer, telephone, etc.
11. Ability to organize, present and communicate messages effectively through design and writing.
12. Ability to use museum software, database, and data management.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Able to safely lift 25 lbs.

ADDITIONAL COMPLIANCE LANGUAGE

Must have a valid driver's license. Must be over the age of 21. Subject to a background check.

PLEASE SUBMIT A RESUME, LETTER OF INTEREST, AND TWO LETTERS OF REFERENCE BY JULY 15, 2024. Prospective candidates will be contacted for an interview after July 15, 2024.

By mail:

The Dixon Historical Society
P.O. Box 814
Dixon, CA 95620

By email:

dhs.dixonhistoricalsociety@gmail.com

Please visit our website to learn more about us:

www.dixonhistoricalsociety.org

The Dixon History Society & Museum reserves the right, at any time, with or without notice, to alter or change job accountabilities, reassign or transfer job positions, or assign/change additional job accountabilities.