

Gilroy Museum Manager

The Gilroy Museum Manager is responsible for the day to day operation of the Gilroy Museum. This includes development and creation of exhibits, acting as the registrar (identifying and recording of donated artifacts), arranging for conservation of artifacts, organizing loans, handling inquiries from patrons and supervising and collaborating with a volunteer staff in varying areas such as conservation, education, design and marketing.

- The ideal candidate will have a Bachelor's degree in Museum Studies, Business Administration, Library Science or a related field. Prior experience in museum or library management is preferable. The successful candidate will possess excellent communication, research and IT skills, and thrive in collaborative situations. This position is 20 hours/week @ \$20/hour.

Job Responsibilities:

- Develop, organize and improve educational and research areas/rooms/facilities
- Maintain records and catalog acquisitions
- Collaborate with other institutions
- Respond to research requests
- Ensure collections and collection storage/display area are properly maintained
- Update or assist in updating websites regarding new and upcoming attractions or exhibits
- Improve the preservation and expansion of the current Collection, including applying for grants or private funds; set priorities for the Collection
- Educate, manage and support Museum volunteers using their individual strengths
- Collaborate with the Gilroy Historical Society Board and City of Gilroy staff
- Facilitate and participate in Museum Management team meetings
- Outreach to schools and local service organizations; includes giving tours of the museum
- Manage a small sales kiosk

Qualifications:

- Knowledge and understanding of modern museum standards and ethics
- Experience with museum databases and other related software
- Experience with Microsoft Office software and PC operating systems
- Additional education, experience or specialty in a specific field may be beneficial
- Detail oriented with strong design instincts
- Solid negotiation, resource management and people skills
- Exceptional research skills, as well as verbal and written communication skills
- Ability to organize, present and communicate ideas effectively through exhibits
- Superb project management and organizational skills

Gilroy Museum Manager - half time

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The ideal candidate will have a Bachelor's degree in Museum Studies, Business Administration, History, Library Science or a related field. Prior experience in museum or library management is preferable. The successful candidate will possess excellent communication, research and IT skills, and thrive in collaborative situations. This position allows 20 hours per week at \$20 per hour including being present during operating hours of the Museum. If a job is offered, a firmer schedule can be agreed on

For job responsibilities and qualifications visit www.GilroyHistoricalSociety.org

If you are interested in this position please send resume and cover letter to GilroyHistoricalSociety@gmail.com or to

Gilroy Historical Society, P.O. Box 1621, Gilroy, CA 95021 by February 7, 2020