



JOB DESCRIPTION
PIT MUSEUM DIRECTOR
20 HOURS/WEEK

ROBERT P. STRATHEARN HISTORICAL PARK AND MUSEUM

THE POSITION

Under general direction of the Director of Planning and Maintenance, this position provides and assists the Strathearn Park Recreation Coordinator in the day-to-day operations of Strathearn Park as it relates to the acquisition, preservation, and maintenance of historical artifacts and documents with a primary emphasis of the life and times of Simi Valley and its surrounding areas. In addition, this position will be required to provide assistance to the Simi Valley Historical Society and may be infrequently called upon to provide historic presentations.

Preliminary work hours will be from 8:00 am to Noon or from 1:00 pm to 5:00 pm., Monday through Friday. Actual work hours/schedule may be adjusted to accommodate the selected candidate under mutual agreement with the Park District.

EXAMPLE OF DUTIES

The essential functions of the position include, but are not limited to:

- Routine artifact intake to determine significance to collection and cataloging of antiquities collection.
- Establishment and maintenance of antiquities in museum management software (Past-Perfect).
- Establishment and maintenance of digital photo collection.
- Archive and antiquities preservation.
- Maintenance of historical artifacts and displays.
- Creation of new historical displays throughout Strathearn Park.
- Provide assistance with public and historical information requests.
- Assist with WIFI information and virtual tour up-dates.
- Assist with park site management and oversight.
- Performs general office work and clerical duties.
- Provide and/or assist with historical park tours and presentations.
- Assist with Park District and Historical Society special events and fundraising.
- Assist Historical Society with the recruitment and training of volunteer docents.
- May infrequently be called upon to attend Simi Valley Historical Society, Ventura County Cultural Heritage Board, Museum Alliance of Ventura, and Park District Historical Society Committee meetings.

The position may perform other related tasks as assigned.

EMPLOYMENT STANDARDS

Knowledge, Skills, and Abilities: Requires a Bachelor's Degree from an accredited college or university in Education, History, Library Science, Archaeology, Anthropology, Social Studies or a closely related field and a minimum of two (2) years of experience in a municipal or school district setting with increased responsibility. Must have excellent written, verbal and presentation skills, and the ability to be proactive, solution oriented, and able to work independently or as a team in a fast-paced environment. Requires the ability to organize work, produce finished products that are accurate and professional, prioritize and meet deadlines, exercise good judgement in interpreting instructions and executing responsibilities, adapt to change in assignments and interruptions, effectively communicate technical and administrative information, and maintain a professional, constructive, and cooperative working relationship with vendors, the public and co-workers. Requires proficiency MS Word, Excel, and PowerPoint. Familiarization with antiquities and museum collection management software desired.

Retired educators, librarians, or those possessing a background in historical park or museum operations are encouraged to apply.

Licenses/Certificates: Must possess a valid California driver's license with good driving record.

PHYSICAL REQUIREMENTS

It is expected that this position will require standing and/or walking approximately 50 percent of the time; frequent lifting to 20 pounds; occasional lifting, pushing/pulling loads to 40 pounds; some bending, kneeling/squatting, climbing stairs and/or ladders, reaching overhead/stretching; occasional working on rough or uneven terrain; frequent handling and dexterity.

6/23

RANCHO SIMI RECREATION AND PARK DISTRICT

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