Invites applications for the position of:

Museum Curator of Education & Exhibits

$3,857 - $4,689 Monthly

Open Until Filled

Revised posting - previously listed as “Museum Curator”
The Grace Hudson Museum & Sun House campus is comprised of a modern museum facility with core galleries devoted to the art of early California painter Grace Carpenter Hudson (1865-1937); exquisite examples of Pomo Indian basketry; and the history of the pioneering Carpenter family, who settled in the Ukiah area shortly after California statehood. The museum also includes a 1,000-square-foot changing exhibit gallery, featuring three special exhibitions per year. The museum’s interpretive agenda is organized around four areas: early California art and history (roughly late-19th to mid-20th century), Native American arts and culture, the natural environment of the Mendocino County region, and contemporary fine arts and the artists of Mendocino County. The campus also includes the historic Sun House — a 1911 Craftsman bungalow that was Grace Hudson’s home and studio for over 25 years, and is now a living museum — and the Wild Gardens, an outdoor education environment focused on native Northern California plants and habitats and the cultural traditions of the Pomo Indians, the original people of the area.

The curator of education and exhibits will be one of three full-time professionals that include a museum director and a curator of collections and exhibits. The staff also includes two part-time receptionists, on-call exhibit preparators, and a number of volunteer docents. The ideal candidate will have academic training in a subject or subjects relevant to the museum’s interpretive agenda and interpretive spaces; practical experience with education outreach and touring student and adult groups; training in museum studies; and practical experience working in a collections-based museum, including familiarity with exhibit installation and collections management. The size of the staff often requires each professional to be nimble and to perform diverse and numerous functions.
### REQUIREMENTS AND QUALIFICATIONS

Requirements include any combination equivalent to a Bachelor's Degree in art history, anthropology, museum studies, history, Native American studies, education, art, or a related field; a Master's Degree in a related field is highly desirable; three years of work experience in creating museum exhibits and associated educational programs; and knowledge of early California art, and/or central California Indian history and culture, and/or Native American art, and/or early California history, and/or plants that are indigenous to central and northern California and their uses. Must possess a valid California driver’s license.

### EXAMPLES OF DUTIES

- Conceptualize, develop, schedule, plan, design and install short and long-term exhibitions
- Work with artists, collectors and other institutions in the loan of objects for long-term and exhibit-related purposes, including preparation of contracts and exhibit inventories, preparing loan forms, arranging necessary transportation, condition reporting, and meeting insurance requirements
- Assist institutions and individuals with information and research requests
- Protect and preserve artifacts in the Museum collections and loaned items against damage in accordance with professional standards and practices
- Maintain records relating to Museum’s exhibitions, artifacts in collections, loans and areas of research
- Work collaboratively with other Museum staff and oversee Museum volunteers to ensure that the Museum’s objectives are met
- Assist in the daily operations of the Museum, Sun House, and the Wild Gardens
- Develop and create interpretive materials and programs and conduct educational tours for the public
- Maintain active relationships with community members, lenders, scholars, donors, artists, collectors and professional colleagues
- Enhance community awareness of and engagement with the Museum through publicity and outreach efforts
- Train volunteers to conduct engaging and informative educational programs for a variety of audiences
- Evaluate the effectiveness of the Museum’s educational efforts

### OUR CORE VALUES

**SERVICE**
We inspire confidence in our organization and our team members by consistently providing exceptional service.

**SAFETY**
We strive to keep our community and our workplace safe and healthy.

**PROFESSIONALISM**
We demonstrate professionalism through efficiency, reliability, and our drive to make opportunities happen.

**INNOVATION**
We work to discover practical solutions, challenge prevailing assumptions, and create new ideas that prove useful.

**TEAMWORK**
We believe in creating an environment that fosters teamwork and processes that support equal opportunity, collaboration, and commitment to common goals.
| Retirement          | CalPERS “Classic” members: 2.7%@55 with employee contributing 8% of pre-tax salary.  
|                    | “New” members: 2%@62 with employee contributing 7.25% of salary.  
|                    | The City of Ukiah does not contribute to Social Security. |

| Medical            | The City pays 85% of the premiums for medical, dental, and vision plans. |

| Vacation, Sick & Personal Leave, Holidays | Vacation Leave is accrued at 104 hours per year and increases with City service.  
|                                          | Personal Leave is provided at 24 hours per fiscal year.  
|                                          | Sick Leave is accrued at 96 hours per year with no limit.  
|                                          | The City pays for 13 fixed holidays per year, in addition to 1 floating holiday. |

| Life Insurance     | The City pays the premium on a $10,000 life insurance policy for eligible employees. |

| Longevity Program  | Upon the seventh anniversary date of employment, and each year thereafter on the anniversary date, a fulltime employee will receive $1,000. Upon the 12th anniversary date, the amount increases to $2,500 annually; at the 20th anniversary, the amount increases to $3,500 annually. |

| Other Benefits     | Other benefits include City-paid membership in an Employee Assistance Program (EAP) for employee and eligible dependents; optional participation in supplemental health coverages, optional participation in pre-taxed Unreimbursed Medical and Dependent Care Assistance programs; optional participation in AirMed helicopter emergency transport; and optional participation in Employee Credit Union and Deferred Compensation 457 Savings Plans. |

In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources Department in advance at (707) 463-6244 so your request may be reviewed prior to the occurrence of the test.

For a complete job description and to apply, please visit:  
[www.cityofukiah.com/jobs](http://www.cityofukiah.com/jobs)

The City of Ukiah is an Equal Opportunity Employer committed to building a diverse workforce.

Contact Information:  
Human Resources  
300 Seminary Ave  
Ukiah, CA 95482  
Phone: (707) 463-6272