

## **Job Description: Santa Maria Valley Historical Society Museum Curator**

**If you are interested; bring your application (cover letter, resume, etc..) in person to the Santa Maria Valley Historical Society Museum at 616 S. Broadway, Santa Maria, CA 93454 or email to: [smvhsmuseum@gmail.com](mailto:smvhsmuseum@gmail.com). In person deliver is preferred. APPLICATION OPEN NOW, start date to be arranged.**

**Position Type:** Part-time, salaried

**Annual Salary:** \$30,000

**Benefits:** 10 personal days during the first year

**Hours:** Tuesday–Saturday, 11:00 AM–4:00 PM (Saturday hours flexible)

**Reports To:** Board of Directors

### **Position Overview**

The Historical Society Curator is responsible for preserving, interpreting, and sharing our community's history. This position is ideal for a locally based individual with a passion for history and strong ties to the community. The Curator works closely with the Board of Directors and plays a central role in exhibit development, donor relations, volunteer coordination, and membership growth.

### **Key Responsibilities**

#### **Collections & Exhibits**

- Design, build, and maintain engaging historical displays and exhibits
- Care for, organize, and document historical artifacts, photographs, and archival materials
- Ensure appropriate handling and basic preservation of collections and equipment.
- Write grants, as needed, for improvements to the museum and organization.

#### **Volunteers & Docents**

- Recruit, train, schedule, and supervise volunteers and docents
- Serve as the primary point of contact for volunteer and docent coordination
- Foster a welcoming, respectful, and mission-driven volunteer environment

#### **Community & Donor Relations**

- Maintain strong relationships with donors and acknowledge contributions
- Work with community members to identify and collect historically significant materials
- Represent the Historical Society at local events and community gatherings

#### **Membership & Outreach**

- Assist with building and retaining Historical Society membership
- Welcome and engage visitors during open hours
- Support public programs, tours, and special events

#### **Administration & Governance**

- Work collaboratively with the Board of Directors on planning, exhibits, the budget and priorities
- Provide regular updates and recommendations related to collections, exhibits, and operations
- Maintain basic records related to gift shop, donations, membership, volunteers, and exhibits

#### **Qualifications & Skills**

- Strong interest in local and regional history
- Familiarity with the community and its history is highly preferred
- Experience working with volunteers or docents is a plus
- Creative and hands-on approach to exhibit design
- Strong organizational, communication, and interpersonal skills
- Competency in computer technology.
- Ability to work independently and collaboratively with a Board of Directors
- Museum, archive, or historical society experience helpful but not required

#### **Additional Information**

- Position requires availability during open hours (Tuesday–Saturday, 11:00 AM–4:00 PM)
- Saturday hours are flexible
- Position includes standing, light lifting, and hands-on exhibit work