

City of Los Angeles - Department of Recreation and Parks

Maritime Museum Curator

The City of Los Angeles – Department of Recreation and Parks is currently seeking to fill Maritime Museum Curator position within the Los Angeles Maritime Museum and welcome all interested individuals to explore this great opportunity.

SALARY: \$47,940 annually

DUTIES:

Supervise the care of the Museum's collection of maritime artifacts and create new educational exhibits for the education of the general public and school groups. Duties include: evaluation, accession, and conservation of collection, as well as working within the community to identify and acquire appropriate additions to the collection. Refine and update exhibits as necessary to ensure that subject matter is relevant to Museum's mission. Maintain an inventory of acquired items and provide for proper storage. Supervise volunteers and interns working on collection and exhibits. Work with Museum Director and appropriate staff to create long-term plan for funding, care and display of collections.

Assist with creation of new programs for public and school groups. Duties include: organizing guest speakers, creating hands-on activities for family visitors, training volunteers, and promoting of Museum through newsletter articles.

Assist with operations when needed, including special event staffing and special tours.

REQUIREMENTS:

1. Bachelor of Arts Degree from an accredited 4-year college or university is required. Masters of Arts Degree preferred with concentration in history or Museum studies.
2. Two years of curatorial and exhibit experience required as well as knowledge of Museum standards and procedures.

HOW TO APPLY:

Interested candidates must submit both a completed City Application Form and resume. Completed application and resume must be received by **FRIDAY, MARCH 14, 2008**. Please send your completed City Application Form and resume to:

**City of Los Angeles
Department of Recreation and Parks
1200 W. 7th Street, 3rd Floor
Los Angeles, CA 90017
Attn: Diane Moore**

The City Application Form may be obtained at: <http://www.lacity.org/per/application.pdf>. If you have any questions, please contact Diane Moore at (213) 928-9207 or via email at Diane.Moore@lacity.org or Lupe Ortiz at (213) 928-9202 or via email at lupe.ortiz@lacity.org

The position of Maritime Museum Curator is an exempt, at-will position. The incumbent will not accrue any civil service tenure or contractual employment rights. The incumbent is appointed by the Department of Recreation and Parks, and may also be removed without any finding of cause.