

Position title: Curator in Residence (CIR)

Position type: Volunteer

Department: Pinellas County Parks & Conservation Resources

Location:

Gulf Beaches Historical Museum
115 10th Ave, St Pete Beach, FL 33706

Assignment duration: two-year appointment

Benefits:

- Residency in our 1922 beach house less than half a block from the beach. Free rent, utilities plus monthly honorarium of \$750.
- The CIR may be eligible for workers' compensation medical benefits only, in accordance with [Chapter 440, Florida Statutes](#).

Work Schedule:

- Fulfill a minimum of 24 hours per week as the Curator in Residence at the Gulf Beaches Historical Museum
- Be able to fulfill hours during regular business hours between 9-am -5pm, after hours, and weekends as needed and to interface with docents and visitors.

Position Description:

Reporting to the Operations Manager at Pinellas County's Heritage Village, the CIR is a part-time, temporary position that will work closely with the Friends of the Gulf Beaches Historical Museum. The CIR will report directly to the Operations Manager for guidance on maintaining the buildings/property; document development; collections care; and county policies, and procedures.

The CIR will work along-side the Friends of the Gulf Beaches Historical Museum to manage the collection and maintain/develop as necessary foundational documents such as a comprehensive operation manual, collections management policy, emergency management plan, volunteer procedures, and other guiding documents as necessary. They will also work closely with volunteers and visitors, developing public programming and new exhibits.

This is a two-year appointment.

Minimum qualification:

- Bachelor's degree in history, Public History, Art History, Anthropology, Folk/Culture Studies, or related field and have an interest in a career in the museum field.
- At least two (2) years of experience working in a museum.
- Strong knowledge of Florida history, and the Gulf coast region as well as a keen interest in the history of Pinellas County.
- Excellent verbal and written communications skills.

- Candidate will be required to pass a background check and be fingerprinted.

Preference:

- Master's degree in history, Public History, Art History, Anthropology, Folk/Culture Studies, or related field and have an interest in a career in the museum field.

Highly desirable qualifications:

- Strong knowledge of the history of Florida, and the gulf coast region
- Enthusiasm for educational initiatives that deepen the role of museums as places of informal learning.
- Demonstrated experience teaching a variety of age groups and communities.
- Experience developing, designing, and coordinating museum programs.
- Experience collaborating with tour guides, interns, and volunteers.
- Team-player mentality to work cooperatively and positively with colleagues and the public.
- Versatility and ability to manage many projects and priorities simultaneously.
- Strong interpersonal, verbal, and written communication skills.
- Ability to work weeknights and weekends as needed.

Essential Tasks:

- **Maintain/follow** foundational documents that organize and direct the daily operations of the Museum in coordination with the Heritage Village Operations Manager and the Friends of the Gulf Beaches Historical Museum board.
- Administer the Collections Management Policy to direct the management and care of collections in coordination with the Heritage Village Operations Manager and the Friends of the Gulf Beaches Historical Museum board.
- Administer Emergency Management documents that organize action in the event of an emergency and help to mitigate risk to the historic buildings and the historic collection in coordination with the Heritage Village Operations Manager and the Friends of the Gulf Beaches Historical Museum board.
- Administer volunteer guides that organize and direct the actions and goals for volunteers at the Museum in coordination with the Heritage Village Operations Manager and the Friends of the Gulf Beaches Historical Museum board.
- Develop and implement at **least two (2)** programs per year in coordination with the Friends of the Gulf Beaches Historical Museum board.
- Accession/deaccession collections objects as needed in coordination with the Heritage Village Operations Manager and the Friends of the Gulf Beaches Historical Museum board.
- Refine collection metadata, refine, and transfer into Collections Management System. Work with Heritage Village Operations Manager and the Friends of the Gulf Beaches Historical Museum board
- Research, develop, and implement 2 (two) new permanent exhibit narratives within the main exhibit gallery of the museum.
- Keep regular monthly meetings with representatives of the Friends of the Gulf Beaches Historical Museum board.
- Keep regular bi-weekly meetings with the Heritage Village Operations Manager.
- Be an accessible resource to museum volunteers and visitors.

Position Specific Knowledge, Skills & Abilities

Knowledge of principles, practices, and standards of museum management as well as the guidelines and practices of the American Association of Museums

To apply:

Qualified candidates should send a letter of interest and resumé to Monica Drake at mmdrake@pinellascounty.org. No phone calls please.

Close: open until filled