



# **RIVERSIDE METROPOLITAN MUSEUM DEPARTMENT PRESENTATION**

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Human Resources Board  
May 6, 2019

# MISSION

As a center for learning, the Riverside Metropolitan Museum interacts with the community to collect, preserve, explore, and interpret the cultural and natural history of Riverside and its region.

*—Approved by the Metropolitan Museum Board on December 15, 2015*



# MUSEUM FUNCTIONS

1. In FY 2018-2019, the RMM merged its functions into a single division: Facilities and Operations.
2. Operational teams currently include:
  - Administration
  - Curatorial Operations
  - Education



# SERVICES TO THE COMMUNITY – PROGRAMS

**Exhibitions:** *Uncovering Ancient Mexico: The Mystery of Tlatilco*, hosted by sister institution, the Riverside Art Museum; attended by 25,000 over 11 months.

**Education:** Summer children's geology camp; attended by 800.

**Events:** Christmas Open House at Heritage House; attended by 2,500; one of many events at Heritage House.





# SERVICES TO THE COMMUNITY – COLLECTIONS STEWARDSHIP

Collections stewardship under way in advance of renovation:

1. Relocate collections that are in downtown building;
2. Reconfigure collections storage;
3. Revive long-vacant position of Collections Registrar; and
4. Overhaul collections policies and practices.



# OVERSIGHT OF SEVEN SITES

## 1. Downtown historic site;



# OVERSIGHT OF SEVEN SITES (CONT.)

2. Three historic houses:
  - a) Heritage House – OPEN TO THE PUBLIC
  - b) Harada House
  - c) Robinson House
3. Two city-owned collections storage warehouse:
  - a) One is shared with City Marketing Department
4. One temporarily leased warehouse





# MUSEUM STAFF STATISTICS – DIVERSITY

	Females		Males		Total	Total %	FTEs
Caucasian	8	80%	1	10%	9	90%	8.5
Latino	-	-	1	10%	1	10%	1.0
African-American	-	-	-	-	-	-	-
Asian-American	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total</b>	<b>8</b>	<b>80%</b>	<b>2</b>	<b>20%</b>	<b>10</b>	<b>100%</b>	<b>9.5</b>



# MUSEUM STAFF STATISTICS - TURNOVER

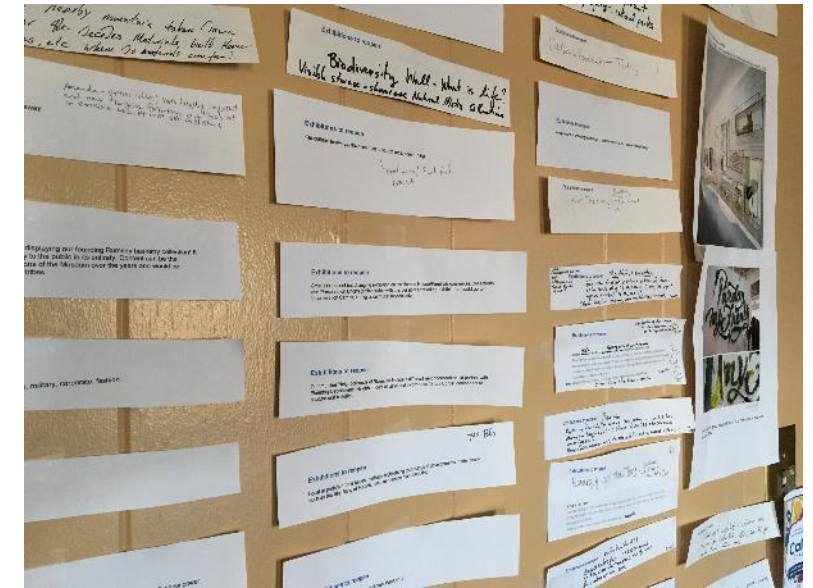
	FY 2017-18	FY 2018-19 YTD
Retirement	1	-
Layoff	1	-
Deceased	-	-
Resignation	1	-
Other termination	-	-
Transfer to other City Department	1	-
FTEs filled at FYE	8.5	9.5
<b>Turnover as % of total filled positions</b>	<b>32%</b>	<b>0%</b>

*Percentage is based on turnover compared to total number of filled positions at FYE.*

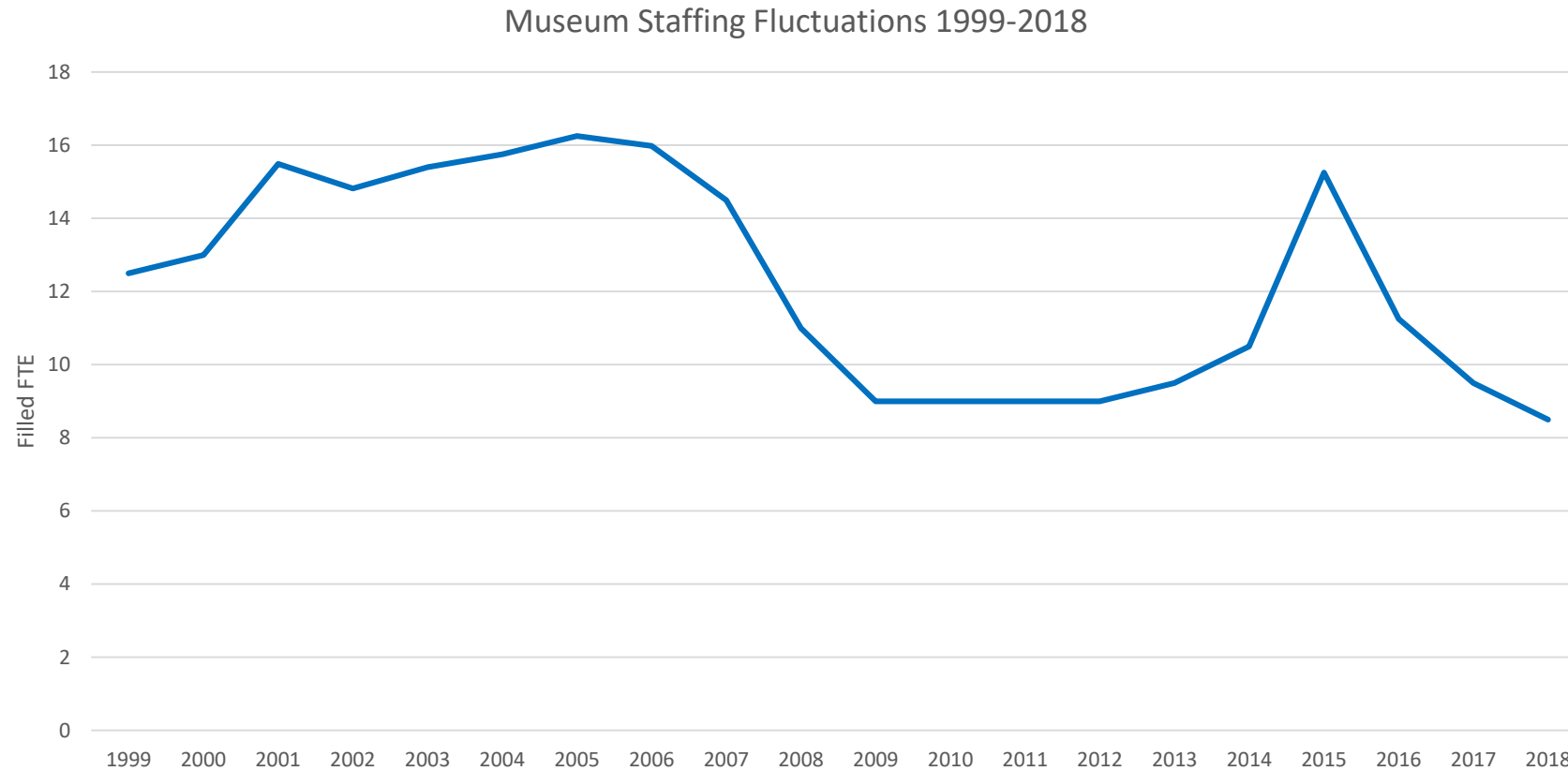


# NEW HIRES AND STATUS CHANGES SINCE 1 JANUARY 2018

1. No promotions or demotions;
2. One retirement and one resignation:
  - a) Two new hires replaced those positions.
3. One position was reclassified and is being recruited; and
4. Three additional funded positions are vacant.



# STAFFING HISTORY



# VOLUNTEER SUPPORT

## 1. 2018 volunteer statistics:

- a) 45 active volunteers; and
- b) 3,555 hours of volunteer support.

## 2. Sources of volunteers:

- a) Metropolitan Museum Board;
- b) Riverside Museum Associates (RMA), a 501(c)(3);
- c) Harada House Foundation, a 501(c)(3);
- d) The City's volunteer program; and
- e) University interns and student volunteers:
  - California Baptist University
  - UCR
  - University of La Verne





# SUPPLEMENTARY SUPPORT

## 1. Contract services:

- a) Janitorial service;
- b) Security service at Main Museum;
- c) Groundskeeping, pest control, and assorted additional services.

## 2. Temporary services:

- a) Weekend staffing at Heritage House; and
- b) General maintenance support.

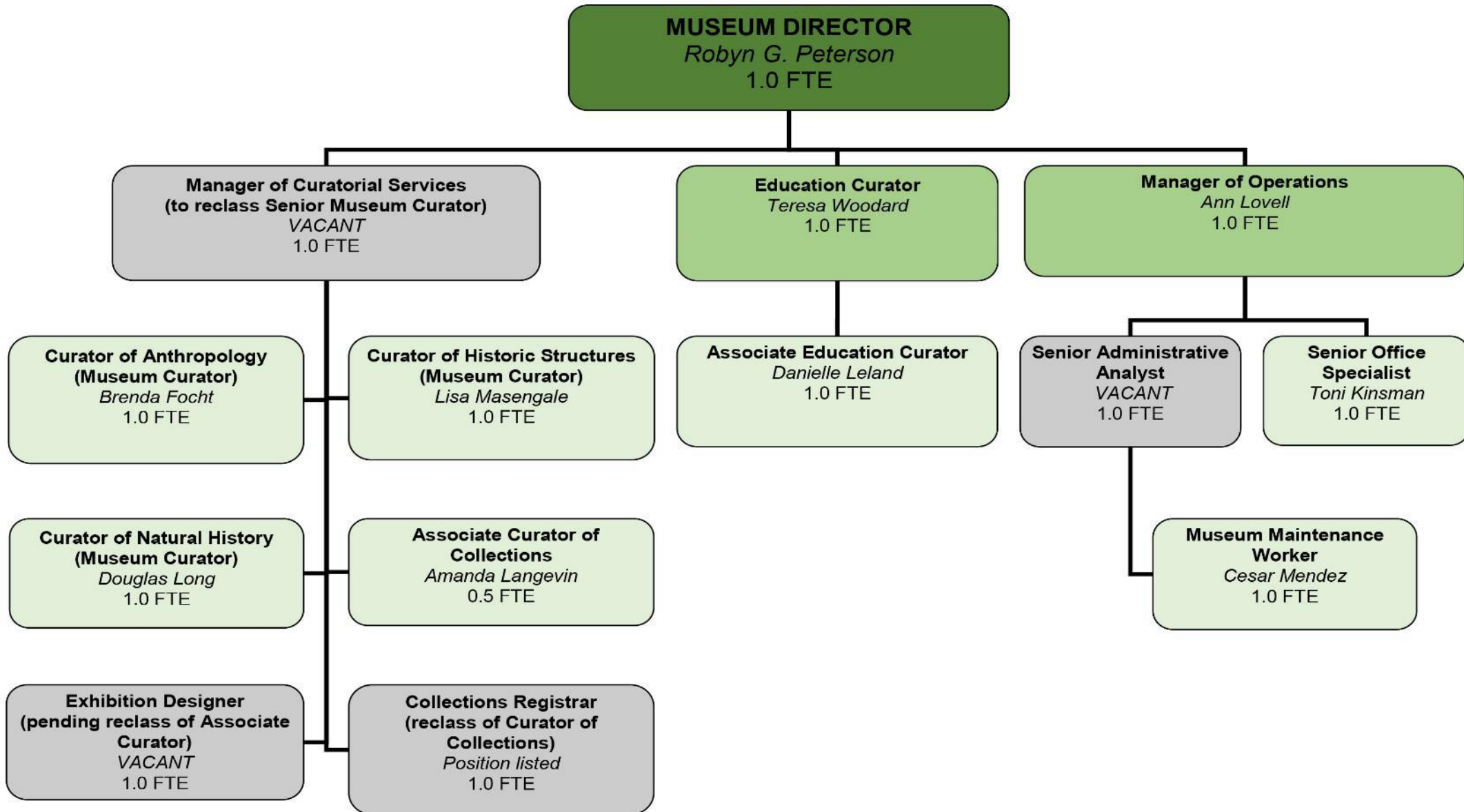


# ISSUES AND CHALLENGES

“RMM’s organizational chart reflects an outdated approach to museum staffing ... times have changed and museums have evolved to reflect changes in the ways that visitors interact with museums. ... [At the RMM, there are] too few generalists ... to work on exhibits, visitor experience, and collections as well as too few education, marketing, and development staff.”

—Museum Management Consultants, Inc., *Organizational Assessment*, page 25

# ORGANIZATIONAL CHART





# THANK YOU

Robyn G. Peterson,  
Museum Director

- [rpeterson@riversideca.gov](mailto:rpeterson@riversideca.gov)
- 951-826-5792

