



# **Manager of Operations**

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## **Museum of Riverside**

Museum of Riverside Board Meeting  
February 24, 2021

# MANAGER OF OPERATIONS

1. Identify necessary actions to accomplish Museum daily operational and special project needs
2. Ensure Museum's compliance with City policies and procedures
3. Support Citywide administrative initiatives
4. Supervise Administrative and Maintenance staff and their associated projects

# IDENTIFY NECESSARY ACTIONS

Example:  
The Harada House  
roof leaked when it  
rained.



# IDENTIFY NECESSARY ACTIONS

Solution:  
Coordinate  
installation of a cover  
for the roof to  
prevent leaks and  
damage.



# IDENTIFY NECESSARY ACTIONS

View of tarp on roof of Harada House from drone footage.



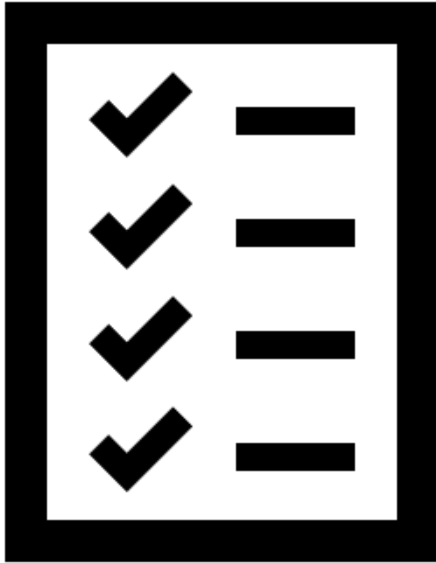


# IDENTIFY NECESSARY ACTIONS

Crawl under Robinson House to figure out why the interior floor is not level.



# ENSURE COMPLIANCE



1. Finance
2. Purchasing
3. Budget
4. Personnel
5. City Council and Museum Board reports
6. City grant procedures

# SUPPORT INITIATIVES

1. Priority-Based Budgeting (PBB)
2. Budget preparation
3. Finance
4. Safe Return-to-Work plans
5. Fixed asset inventory
6. Insurance renewals
7. GIS Day (Geographic Information Systems)
8. Citywide strategic plan progress reporting



# NEXT STEPS

## **Museum**

1. Main Museum renovation and expansion
2. Museum rebranding
3. Harada House rehabilitation
4. Robinson House reconstruction

## **Citywide**

1. Priority-based budgeting (PBBi)
2. Museum's role in new strategic plan



# ENGAGEMENT

I am fortunate to supervise the **dedicated, positive, competent, creative, and productive** Museum of Riverside Administrative and Maintenance team.

1. Senior Office Specialist
2. Office Specialist
3. Museum Maintenance Worker

# ENGAGEMENT

I believe in the work of museums and the Museum of Riverside.



# THANK YOU

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