



MUSEUM DEPARTMENT

**Senior Office Specialist
at the Museum of Riverside**

Museum Board Meeting
Wednesday, December 8, 2021

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ABOUT ME



Began my Riverside (Municipal) Museum journey working as a temporary staff receptionist part-time while in college.

In 2004, I was hired by the City of Riverside as an Office Specialist, later reclassified to Senior Office Specialist.

Proud mama to three who keep me busy with family life and lots of volunteering!



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ABOUT ME



VOLUNTEERING IS IMPORTANT!

California PTA
Inland Empire Kids Outdoors
Babywearing IE
IE Natural Parenting Community
Girl Scouts Central West



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SENIOR OFFICE SPECIALIST

ADMINISTRATIVE SUPPORT

- **Finance** - accounts payable / receivable, purchasing, budget preparation, support for Operations Manager
- **HR & Personnel** - timecard processing, personnel records, safety training, onboarding, policies and procedures
- **Volunteers** - interns and municipal volunteers
- **Museum Board / City Clerk Liaison** - minutes, agendas, report preparation

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SENIOR OFFICE SPECIALIST

ADMINISTRATIVE SUPPORT

- **City Council** - uploading Museum reports for City Council agendas
- **Research** - documentation in City Clerk files, insurance, contracts, institutional knowledge
- **Support Museum site maintenance projects** - with Operations Manager and Curator of Historic Structures



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SPECIAL PROJECTS



Harada House
siding
encapsulation
project



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SPECIAL PROJECTS

Natural History



Freezer Project



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SPECIAL PROJECTS

Surplus of
Jaeger Jeep



Harada &
Heritage House
Fumigation
Project



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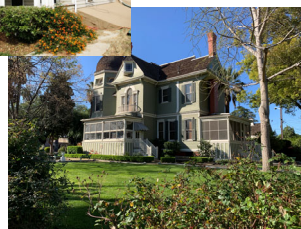
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FAVORITE ASPECTS WORKING FOR THE MUSEUM DEPARTMENT

Every day
is different!



7 diverse
sites!



Outreach &
Education!



Meet new people!

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FAVORITE ASPECTS WORKING FOR THE MUSEUM DEPARTMENT



Special Events & Exhibitions



Collections
Behind the Scenes



Best Practices Trips to Other
Museums & Historical Homes



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TEAM MUSEUM



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STRATEGIC PLAN ALIGNMENT

1. **Community Trust** – This presentation to the Museum of Riverside Board supports community trust by establishing transparency in Museum operations.
2. **Equity** – This presentation is accessible to all members of the public via the live-streamed Museum of Riverside Board meeting, viewable and downloadable meeting documents, and meeting recordings that can be accessed after the meeting.
3. **Fiscal Responsibility** - Activities of the Museum of Riverside are funded through the City General Fund. Presentations regarding Museum administrative tasks support transparent management and the City's financial resources.
4. **Innovation** – Staff member presentations offered via virtual meetings are an innovative way for Museum Board members and the public to learn more about Museum operations, while the downtown Museum site is closed to the public.
5. **Sustainability and Resiliency** – Museum administrative staff are committed to meeting the needs of the public while adapting and persevering during this transformational phase.



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RECOMMENDATION

That the Museum of Riverside Board receive and file a presentation on the Museum of Riverside's Senior Office Specialist.



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THANK YOU

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