



# Museum of Riverside

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Human Resources Board  
April 7, 2025

# MISSION

As a center for learning, the Museum of Riverside 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

- The Museum's main site remains closed, which negatively impacts public program delivery.
- The Museum Department is among the smallest in the City and has a single division, Facilities and Operations.



Eclipse Viewing Party at main Museum, April 2024

# MUSEUM FUNCTIONS

- Functional staff teams currently include:
  - Administration
  - Curatorial Operations (collections and exhibitions)
  - Education
  - Communications and Fundraising





# MUSEUM FUNCTIONS

- Volunteer advisory teams currently include:
  - Collections Committee
  - Immigration Exhibition Advisory Team
  - Harada House Project Team
  - Indigenous Advisory Team
  - Marketing and Rebranding Advisory Team
  - Program Advisory Team



Single large lot of historic objects reviewed by the Collections Committee in 2024.

# SERVICES TO THE COMMUNITY PROGRAMS

**Exhibitions:** *Roaring Riverside*, installed at only available site, Heritage House. Toured by about 3,500 over 5 months.

**Education:** Successful new program which involved distributing virtual program kits via the libraries—developed for 100<sup>th</sup> anniversary—will be continued.

**Events:** Moon Festival at Heritage House, attended by 700. Christmas Open House at Heritage House, attended by 1,200.



Many of the Museum's programs occur outdoors at Heritage House

# SERVICES TO THE COMMUNITY

## COLLECTIONS STEWARDSHIP

**Collections stewardship** under way in advance of renovation:

- Completed relocation of collections remaining in downtown building
- Reconfiguring collections storage
- Continuing to customize updated collections management software
- Implementing upgraded collections policies and practices





# OVERSIGHT OF SEVEN SITES

- Downtown historic site





# OVERSIGHT OF SEVEN SITES

- Three additional historic sites
  - Heritage House – ONLY SITE OPEN TO THE PUBLIC
  - Harada House
  - Harada House Interpretive Center
- Two city-owned collections storage warehouse
  - One is shared with City Marketing Department
- One leased warehouse



# MUSEUM STAFF STATISTICS – DIVERSITY

	Females		Males		Total number	Total %	FTEs
White	8	66.7%	1	8.3%	9	75.1%	8.5
Hispanic	-	-	1	8.3%	1	8.3%	1.0
Black	1	8.3%	-	-	-	8.3%	1.0
Indian/Alaskan	-	-	-	-	-	-	-
Asian	-	-	-	-	-	-	-
Native Hawaiian / Pacific Islander	-	-	-	-	-	-	-
Other	1	8.3%	-	-	1	8.3%	1.0
<b>Total</b>	<b>10</b>	<b>78%</b>	<b>2</b>	<b>22%</b>	<b>12</b>	<b>100%</b>	<b>11.5</b>
VACANT POSITIONS							<b>2.0</b>

A new Web Developer position in the Department of Marketing and Communications is half allocated to the Museum although not in the Museum Department. The individual hired is a white male and will begin his duties by June 2025.



# PERSONNEL STATISTICS – DIVERSITY TEMPS AND INTERNS

	Females		Males		Total number	Total %	FTEs
White	2	25%	-	-	2	40%	.7
Hispanic	-	-	2	50%	2	40%	.4
Black	-	-	-	-	-	-	-
Indian/Alaskan	-	-	-	-	-	-	-
Asian	-	-	-	-	-	-	-
Native Hawaiian / Pacific Islander	-	-	-	-	-	-	-
Other	1	-	-	-	1	20%	.5
<b>Total</b>	<b>3</b>	<b>25%</b>	<b>2</b>	<b>75%</b>	<b>4</b>	<b>100%</b>	<b>1.6</b>



# MUSEUM BOARD DIVERSITY

	Females		Males		Total number	Total %
White	3	42.9%	2	28.8%	5	71.4%
Hispanic	1	14.3%	-	-	1	14.3%
Black	1	14.3%	-	-	1	14.3%
Indian/Alaskan	-	-	-	-	-	-
Asian	-	-	-	-	-	-
Native Hawaiian / Pacific Islander	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>Total</b>	<b>5</b>	<b>71.4%</b>	<b>2</b>	<b>28.6%</b>	<b>7</b>	<b>100%</b>
<b>VACANCIES</b>					<b>2</b>	

# MUSEUM STAFF STATISTICS - TURNOVER

	FY 2023-2024	FY 2041-2025, to date
Retirement	-	1
Layoff	-	-
Deceased	-	-
Resignation	1	1
Other termination	-	-
Transfer to other City Department	-	-
FTEs filled at end of FY	11.5	11.5, anticipated
<b>Turnover as % of total</b>	<b>8.7%</b>	<b>17.4%</b>

Percentage is turnover as a factor of total number of filled positions at end of prior FYE.

# NEW HIRES AND STATUS CHANGES SINCE 1 JULY 2024

- No promotions or demotions.
- One retirement.
- 1 FTE resigned.
- 1.0 FTE currently in active recruitment.
- 1.0 FTE to reactivate recruitment in July 2025.
- New positions to come online gradually in build-up to reopening of downtown site.





# VOLUNTEER SUPPORT

- **2025 volunteer statistics**
  - Estimated 105 active volunteers
  - Estimated 9,000 hours of volunteer support annually (= 4.5 FTEs)
- **Sources of volunteers**
  - Museum of Riverside Board
  - Riverside Museum Associates (RMA), a 501(c)(3)
  - Harada House Foundation, a 501(c)(3)
  - The City's volunteer program
  - University interns and student volunteers
    - California Baptist University
    - UCR



Annual volunteer appreciation brunch at Heritage House

# SUPPLEMENTARY SUPPORT

- Contract services
  - Janitorial service
  - Groundskeeping, pest control, and assorted additional services
- Temporary services
  - Weekend staffing at Heritage House
  - Collection management support



Heritage House grounds are maintained by contract and volunteer staff.



# STAFF DEVELOPMENT

- City-provided trainings
- Discipline-specific seminars, conferences, online courses
- Strong encouragement to take advantage of museum-field resources and undertake self-led research.
  - Includes the opportunity to take advantage of the Museum's own educational programming.





# ISSUES AND CHALLENGES

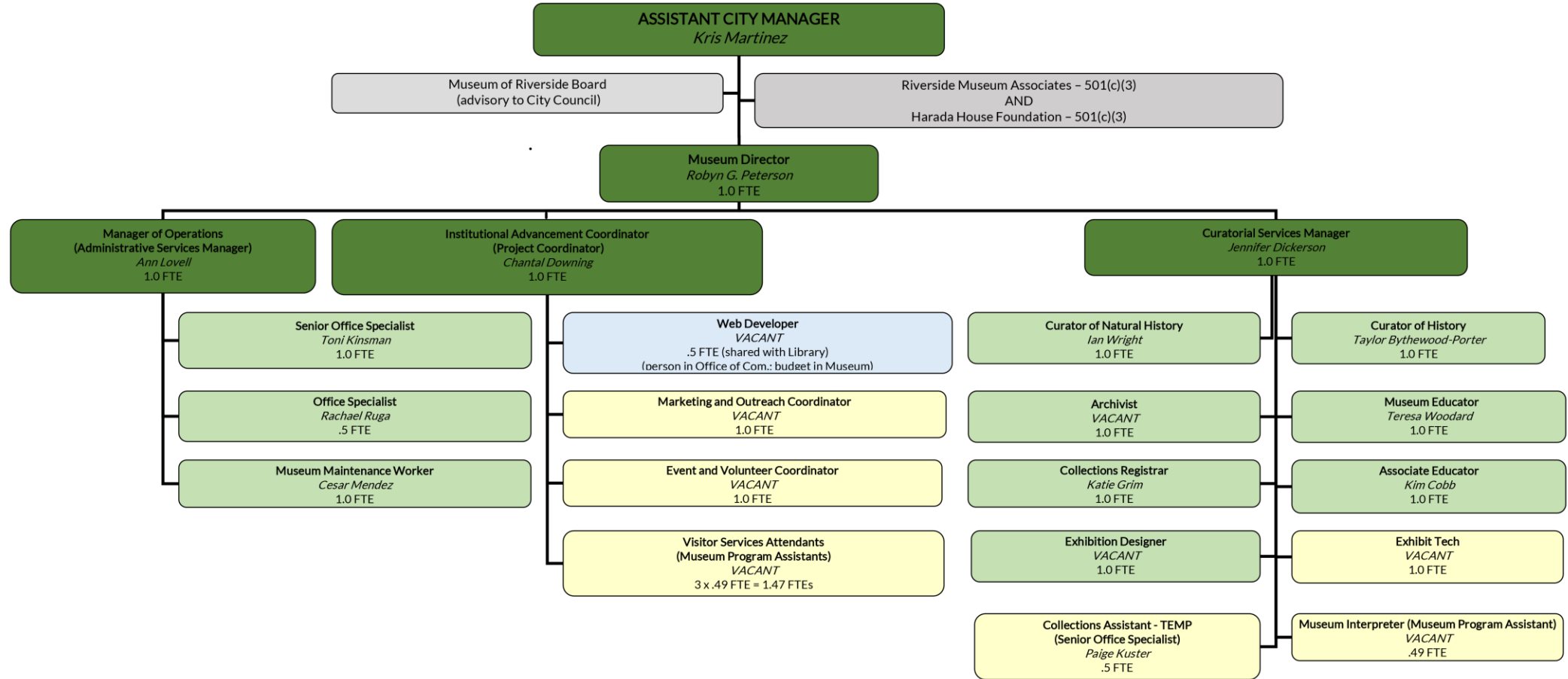
- Consultants, peer reviewers, and professional staff uniformly recommend additional staff focused on
  - development,
  - marketing, and
  - interpretation.
- Staffing necessary upon reopening of the main site include
  - visitor services,
  - security,
  - event, and
  - exhibition staff.
- Challenges in volunteer recruitment.

# ORGANIZATIONAL CHART

## Museum of Riverside Staff Organizational Chart – FY 2024-2025

Yellow = permanent positions not funded until future fiscal years  
Dark green = non-union positions; Blue = position in another department  
( ) = (city titles) vs. working titles

Not in org. chart = Heritage House temps; janitorial, grounds, and other contract services  
RMA and HHF are independent organizations not accountable to the City  
Projected 18.46 FTEs; 12.32 FTEs filled as of 27 December 2024



# THANK YOU

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