



Operations Director Rancho Los Cerritos

JOIN RANCHO LOS CERRITOS!

Rancho Los Cerritos is a national, state and locally recognized museum and historical site located in beautiful Long Beach, CA. Our vision is to cultivate an inclusive and sustainable world by exploring the historic connections between people and Rancho Los Cerritos and our mission is to honor diverse perspectives, enrich collaborative conversations, and inspire broader understanding through stewardship of Rancho Los Cerritos' natural and cultural history. We teach about the history of the area, archaeology and other topics through school tours, special events, concerts and other youth and family programs such as bilingual Storytime.

The Operations Director will work as part of a collaborative administrative leadership team tasked to run many aspects of the Rancho, from day-to-day site use to long term site goals. The Operations Director supervises the operations of the site including overseeing all major projects. The Operations Director is also responsible for day-to-day HR tasks, compliance, and staff management policies. The Operations Director takes short-, medium- and long- term site and operations goals into consideration with every decision and is excited about creatively and sustainably managing Rancho operations on a tight budget. The Director has four direct reports and helps the Executive Director support the entire staff of fourteen.

COMPENSATION & BENEFITS

This is an exempt position and the salary range is \$85,000 to \$95,000, dependent on experience. This position is also eligible for the following benefits:

- Medical insurance
- Dental insurance
- Paid holidays
- Paid vacation
- Paid sick leave

This position is eligible for a hybrid work schedule. Details of the schedule will be determined once a candidate has been selected.

RESPONSIBILITIES

Management, Operations, and Administration

- Leads the day-to-day operations of the historic site, working closely with the Facilities

Supervisor, Horticulturalist, the Interpretation Team, and the Site Use staff to ensure the historic site is appropriately staffed, resourced, and secured for ongoing visitor and staff needs.

- Project manager for all major operations projects and reports to the Executive Director on all project activities.
- Directs the development and implementation of policies and procedures in compliance with governmental regulations and best practices.
- Oversees the general maintenance and repairs of the historic site facilities and grounds with Facilities Supervisor, Horticulturalist and the Education and Public Programs Manager.
- Oversees onsite IT staff and IT consultants.
- Implements and trains staff on emergency preparedness plans and ongoing preventative maintenance programs for security, fire/life safety, and all mechanical systems. Updates, and if necessary, creates Injury & Illness Prevention Plan, Emergency Response & Recovery Plan, and other safety plans.
- Supports the Executive Director in the creation of the site's annual report.

Human Resources

- Works with the Executive Director and Senior Management Team to lead, motivate, and develop staff.
- Partners with Human Resources Consultant and Bookkeeper in the administration of relevant disciplines to include talent management, employee relations, employee engagement, employee compensation and benefits, performance management, learning/development opportunities to attract and retain talent.
- Ensures the Employee Handbook is kept up to date and keeps employees informed of changes.
- Works with the Executive Director to coordinate performance review process and makes recommendations for merit increases to the Executive Director.
- Works with Executive Director to plan and coordinate regular staff meetings.

Financial

- Assists the Executive Director in the creation of the annual budget for Board approval.
- Maintains, approves, and facilitates expenditures to stay within the operational budget.
- Maintains detailed records of finances.
- Works with the Executive Assistant to ensure purchasing and sales align with annual budget goals.
- Oversees and provides support for the Site Use Team to ensure site rentals and site use align with annual budget goals and take into consideration the site's mission and fragility of the resource.

Planning

- Works closely with the Executive Director and the Board of Directors on long-range planning for the organization, including interpretive plans, emergency plans, strategic

- plans, and site-wide capital improvement plans.
- Be a thoughtful partner with the Executive Director for the site's strategic vision and work to carry that vision with the staff.

REQUIRED EXPERIENCE

- Bachelor's or post-graduate degree in Business, History, Museum Studies, Nonprofit Management, or related field equivalent to the position (educational requirement can be waived based on experience can based on extensive experience)
- Five or more years of progressively more responsible experience in operations, with three or more years of supervisory experience, or combination of education and experience commensurate with the requirements of this position.
- Familiarity with and understanding of the Secretary of the Interior's Standards for Historic Structures and the Secretary of the Interiors Standards for the Treatment of Cultural Landscapes
- Demonstrated ability to effect change, meet goals, monitor progress, and take corrective action when necessary.
- Ability to provide vision, lead, support, mentor, and engage with the team.
- Strong analytical and problem-solving skills
- Commitment to the goals and values of diversity, equity, inclusion, and accessibility.
- Outstanding communication skills, both verbal and written
- Knowledge of current or emerging employment and workplace development trends, processes, and technologies and the ability to draw on professional networks and/or community partners.
- Strong organizational skills and attention to detail with ability to maintain productivity and effectiveness in a fast-changing environment with sometimes conflicting priorities.
- Exceptional interpersonal and customer service skills

Note: This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with it.

Rancho Los Cerritos is an equal opportunity employer and is committed to creating a diverse environment. All qualified applicants will receive consideration for employment regardless of race, gender, sexual orientation, immigration status, national origin, disability status, age, or veteran status.

THE HISTORIC SITE & MUSEUM

Rancho Los Cerritos Foundation operates Rancho Los Cerritos Historic Site in a private-public partnership with the City of Long Beach. Interpreting rural lifestyles and economic development in Southern California between the 1840s and 1940s, the museum encompasses an 1844 Monterey Colonial style adobe on 4.7 acres of land and includes a visitor center and research library. Open hours are Wednesday through Sunday from 1:00-5:00 p.m. for public tours, with school tours, special events and programs offered throughout the year.

www.rancholoscerritos.org

TO APPLY

Please submit your letter of interest and resume by email to alisonb@rancholoscerritos.org. We appreciate your interest! Screenings of applications will begin in two weeks (9/17/2026) and the position will close on 9/30/2026.