

Blaine County Museum Director

Blaine County has an opening for a Blaine County Museum Director. Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3rd floor of the Blaine County Courthouse or from Job Service, in Havre, MT. The job description and application are also available online at www.blainecounty-mt.gov. All applicants must use a Blaine County Application. Applications must be submitted to the Blaine County Human Resource Office no later than **4:00 p.m. on January 25, 2019.**

Blaine County is an Equal Opportunity Employer.

BLAINE COUNTY POSITION DESCRIPTION

POSITION: Museum Director

DEPARTMENT: Blaine County Museum

SUMMARY OF WORK: To perform guided tours as visitors come to the Blaine County Museum. Be prepared to answer questions about Blaine County, the Museum, the exhibits and the Bear Paw Battlefield. Must be able to operate video equipment, act as a sales clerk and do light housekeeping daily.

The Blaine County Museum is open to the public year-round. From Memorial Day to Labor Day, the museum is open Mon – Sat. 8 a.m. – 12 p.m. & 1 – 5 p.m.; Sun 12 – 5 p.m. To accommodate school tours in May and September, the museum is open Mon – Fri 8 a.m. – 12 p.m. & 1 – 5 p.m. During the off-season (October thru April) the museum hours are 1 – 5 p.m.

JOB CHARACTERISTICS:

- Must be available to work weekends, some evenings and holidays.
- Must be able to work well with co-workers and the public.
- Must maintain a professional image with the public.
- Will provide a pleasant customer experience by greeting visitors, answering phone calls and questions.
- Will monitor visitors while they look and observe the Museum's displays and ensure visitors comply with the Museum's rules.
- Must be able to handle cash and make change.

REQUIRED KNOWLEDGE, SKILLS AND RESPONSIBILITIES:

- Have an interest in history.
- Should have an enjoyment and enthusiasm for meeting and talking to visitors.

- Must be prepared to approach visitors diplomatically when they violate Museum rules.
- Good communication skills and an outgoing personality.
- Will be the Secretary to the Museum Board of Directors.
- Will be the registrar and preservation office of Museum collections.
- Financial bookkeeper.
- Manage bookstore/inventory.
- Oversee Museum Past Perfect program.
- Apply for and write grants.
- Update, design and create new exhibits.
- Provide interpretation of exhibits.
- Supervise summer assistant.
- Supervise security of facility and collections.
- Clean exhibits and storage areas.
- Keep scrapbook up to date.
- Will write articles or place ads in the local newspapers when there are special events or when there are new exhibits to the museum.
- Will help the Museum Board of Directors host special program at the museum.

EDCATION AND EXPERIENCE:

- A High School diploma or equivalent diploma (GED)

OUTREACH – PUBLIC PROGRAMMING – PUBLIC RELATIONS:

- The Blaine County Museum sponsors a webpage on the Chinook Area Chamber of Commerce website (www.chinookmontana.org) and the museum's website is www.blainecountymuseum@mtintouch.net.
- Guided tours are available to schools and special groups.
- Museum brochures are available and distributed throughout the region.

PHYSICAL REQUIRMENTS:

Sitting, standing, walking, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, and occasionally lifting/carrying up to 25-50 lbs.

**Blaine County Museum Director
Position Fact Sheet**

Work Week:	8 Months Full-Time: Monday – Saturday, 8:00 – 5:00 Sunday, Noon – 5:00 p.m. 4 Months Part-Time Monday – Friday, 1:00 – 5:00 p.m. **Work days/hours vary depending on season.
Salary:	\$18.35 per hour ***85% is for the first six (6) months: \$15.60 an hour ***90% is for month 7 to 12: \$16.51 per hour
Health Insurance:	Employee single rate insurance premium paid by the County. A variety of plans are available. Employees have the option to add family members at employee's expense.
Dental Insurance:	Available at employee's expense
Vision Insurance:	Available at employee's expense
Retirement:	Public Employee Retirement System (PERS) 7.9% Contribution of Employee Wages 8.47% Contribution by County
Vacation Leave:	Employee earns 10 hours per month (eligible for use after 180 days of continuous employment)
Sick Leave:	Employee earns 8 hours per month (eligible for use after 90 days of continuous employment)
Probationary Period:	12 Months