

**Blaine County Museum – Collection Assistant
Position Available**

Blaine County has an opening for a Blaine County Museum Collection Assistant. 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 and submit a cover letter with their application. Applications must be submitted to the Blaine County Human Resource Office. **POSITION IS OPEN UNTIL FILLED.**

Blaine County is an Equal Opportunity Employer.

**BLAINE COUNTY MUSEUM
COLLECTION ASSISTANT POSITION DESCRIPTION**

POSITION: Collection Assistant

DEPARTMENT: Blaine County Museum

All applicants must use a Blaine County Application and submit a Cover Letter with their application.

SUMMARY OF WORK:

The primary duty of the collection assistant will be to aid the museum director in managing the museum's archival, photographic, and object collections. The collection assistant will also be asked to perform more general duties, including greeting visitors and assisting with bookstore management, facilitating school tours, and general museum programming as needed. The collection assistant will also act as secretary to the museum board.

The collection assistant should expect to work 5 days/week at 20 hours/week. Assistant should expect to attend museum board meetings on the third Monday of each month at 1:30 in the afternoon. Assistant may be asked to work on weekends if special circumstances require. The museum is open Monday-Friday from 9am-5pm during the winter, and seven days from 9am-5pm in the summer.

COLLECTION ASSISTANT DUTIES:

- Inventorying and cataloging the museum's collections.
- Storing materials in appropriate boxes and shelving units.
- Assessing collection needs and making recommendations to the director.
- Assisting with archival supply orders.
- Accessing collections materials for researchers and fulfilling research requests.
- Assisting the director with digitization projects as needed.
- Assisting director with exhibit creation and installation, including researching objects to be displayed.
- Will oversee the off-site collection storage space at the county road and bridge building.
- Duties as assigned by director to help plan for facility upgrade/moving museum collections.
- Assist director in development of disaster planning and collections care policies.
- Will be encouraged to attend trainings on collection care and management through AASLH as budget to do so allows.

- Will be encouraged to attend other trainings relevant to collections care as budget to do so allows (example: annual MAM conference).
- Should work with the museum director as a collaborative partner to NPS and Bear Paw Battlefield rangers as needed.

ADDITIONAL DUTIES:

- Operating the museum's front desk and greeting visitors.
- Making bookstore sales, overseeing stock, and assisting director with merchandising of stock.
- Assisting director with monthly sales and donation deposit.
- Acting as a museum tour guide as needed.
- Assisting director with museum's special programs, youth programs, and outreach.
- Acting as an administrator on the museum's social media.
- Assisting the director with board meeting prep.
- Acting as secretary of the museum board, which includes recording and typing meeting minutes.
- Minor museum upkeep and cleaning as needed.

EDUCATION AND EXPERIENCE:

- BA/BS degree in museum studies or library science, or a related field of study. Applicants with the appropriate combination of academic and/or practical experience in the field or a related field will be considered.
- Be acquainted with the Blaine County area and its history/communities.
- Knowledge of PastPerfect, Excel, Access, Word, Facebook, and Instagram. Basic graphic design skills and ability to use Canva a plus.
- Strong communication skills.
- The ability to work independently as well as with a small team.

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 - Collection Assistant
Position Fact Sheet**

Work Week: Modification of the work week is at the discretion of the supervisor. Position is Part-Time – 87 hours/month.

Salary:

- ❖ 85% is for the first six (6) months (DOE*):
\$19.81 an hour
- ❖ 90% is for months 6-12:
\$20.98 an hour
- ❖ 100% after 12 months
\$23.31 hour

Health Insurance: County contributes \$1,200 towards health insurance. 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
9.07% Contribution by County

Pro-Rated

Vacation Leave: Employee earns $.058 \times$ number of hours worked per month (eligible for use after 180 days of continuous employment)

Pro-Rated

Sick Leave: Employee earns $.04615 \times$ number of hours worked per month (eligible for use after 90 days of continuous employment)

Probationary Period: Twelve (12) months.

** Dependent on Experience