

Museum Visitor Services Assistant - Seasonal

Blaine County has openings in the Blaine County Museum Department for a Museum Visitor Services Assistant - Seasonal. 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. **POSITION CLOSING FRIDAY, JUNE 12, 2026, AT 04:00 P.M.**

Blaine County is an Equal Opportunity Employer.

BLAINE COUNTY POSITION DESCRIPTION

POSITION: Museum Visitor Services Assistant - Seasonal

DEPARTMENT: Blaine County Museum

ACCOUNTABLE TO: Blaine County Museum Director

SUMMARY OF WORK: The Museum Visitor Services Assistant will be tasked with greeting and orientating museum visitors on Saturdays and some weekdays as needed during the summer season. The Visitor Services Assistant will be trained to make bookstore sales, operate the museum's documentary program, and perform light housekeeping work. Secondary to Visitor Services duties, employees will be asked to assist with museum collections and archival projects.

JOB CHARACTERISTICS: The Museum Visitor Services Assistant must:

- Be available to work Saturdays from 9 am – 5 pm during the summer season (June through the first weekend in October).
- Take directions from the Museum Director and, as special projects require, the Collections Assistant.
- Engage with museum visitors, providing orientation about the museum, current exhibits and special programs, the Montana Dinosaur Trail, Bear Paw Battlefield and the Nez Perce Trail, and other local attractions.
- Supervise visitors to ensure they engage with museum exhibits in a respectful manner.
- Operate the museum's documentary program.
- Answer questions about museum exhibits and collections.
- Share information about the museum bookstore, titles, and products available for sale, and processes bookstore transactions.
- Inventory and restock bookstore.
- Perform light housekeeping duties such as dusting, vacuuming, and cleaning display case glass.

- Complete collections and archival projects as assigned by the Museum Director and/or Collections Assistant.

REQUIRED KNOWLEDGE AND SKILLS:

- Have an interest in local history and some familiarity with museum operations and functions. Previous museum, library, historical attraction, tourism, or nonprofit experience is a plus.
- Have knowledge of area attractions and lodging options to share with visitors.
- Have a positive attitude towards tourism.
- Excellent communication skills and a friendly, professional demeanor; ability to engage respectfully with people of all ages, backgrounds, and abilities.
- Retail and cash handling experience; ability to count back change following bookstore transactions.
- Experience working with museum and archival collections or a willingness to learn museum collections best practices.
- Ability to follow instructions as given by the Museum Director and Collections Assistant.
- Ability to work independently on collections and archival projects as assigned by the Museum Director and Collections Assistant.
- Blaine County Museum has a small but enthusiastic and dedicated team. The ability to work collaboratively and respectfully with all museum staff, board members, volunteers, and county staff is essential to any and all museum roles.

PHYSICAL REQUIRMENTS:

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

**Blaine County Museum
Seasonal Visitor Services Assistant
Position Fact Sheet**

Work Week: Will work 8 hours/week up to 12 as needed – Work week will be set at the discretion of the Museum Director. Will work Saturdays and some weekdays as needed.

Salary: \$15.00 per hour

Pro-Rated

Vacation Leave: Employee earns $.0577 \times$ 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: 6 Months

*****Health Insurance, Dental & Vision Insurance and Retirement are not available for Seasonal Employees. *****