

## **POSITION ANNOUNCEMENT: MonDak Heritage Center Executive Director (Sidney, MT)**

Candidates for this full-time permanent position should be highly motivated, energetic, outgoing, and creative, with the capacity to work collaboratively. The Director reports to and works closely with a Board of Directors, and is responsible to the County Commissioners in the role of Richland County Museum Department Head. S/he will be expected to provide strong hands-on leadership in managing a small staff to effectively carry out the Center's mission in a professional and fiscally responsible manner. The Director's primary tasks include developing and expanding a diverse mix of programming to attract visitors and expand membership, historical collections management and preservation, financial management, fund raising and directing staff and volunteers. The ideal candidate will be a highly visible advocate for the Center; will exhibit enthusiasm and appreciation for the mission of the Center; will demonstrate an aptitude for developing a diverse range of programming and exhibitions that inspire and educate for an isolated and underserved population; will possess hands-on skills; and will show good judgment, flexibility and innovativeness to respond to the changing needs of the Center.

### **Specific position responsibilities:**

1. Work in a self-motivated environment to provide hands-on leadership in administration, historical collections management, project management, financial management, facilities management, exhibit curation, special events coordination, fundraising, public relations and marketing, education, visitor experience, membership, gift shop management, and volunteer development.
2. Develop and implement mission-based programming and exhibits, including actively development and expansion of a diverse mix of art, history, cultural, music and educational programming provided at the Center to attract visitors and increase and retain members.
3. Establish, develop and maintain positive collaborative relationships with community and Center members, current and potential donors, businesses, agencies, and other organizations.
4. Recruit staff and volunteers; delegate responsibilities, supervise and evaluate staff performance.
5. Promote and maintain practices that encourage and facilitate open communication, cooperation, satisfaction and teamwork among staff, volunteers and Board members.
6. Actively engage in public relations and networking and serve as the Centers' chief ambassador to increase community awareness, increase membership and attract new and returning visitors.
7. Develop quality fundraising events for the cultivation and encouragement of giving.
8. Write grants and promotional publications.
9. Demonstrate integrity and high ethical standards, and be committed to professional best practices.
10. Work closely with the Board and staff to articulate a vision and implement a long-range plan.
11. Ensure effective financial management by properly maintaining financial records, preparing financial reports, and planning, budgeting and forecasting.
12. In addition to regular day time office hours, this position requires frequent night and weekend work. The position also requires periodic travel to regional professional meetings.

### **Required Qualifications:**

1. A bachelor's degree in a relevant field combined with at least two years of relevant experience or relevant graduate education; or at least five years of equivalent relevant experience and education in fields such as business management, communications, education, event management, fine arts, historical interpretation, marketing, museum studies, and public relations.
2. Demonstrated superior written, verbal and interpersonal communication skills
3. Demonstrated organizational, project management, and problem solving skills.
4. Proficient computer and electronic communication literacy as demonstrated by usage of Microsoft Office Suite, database, publishing, communications, data backup, or web applications.
5. Demonstrated success in building and working with effective teams of co-workers or volunteers, or in supervising by managing and inspiring others.

**The ideal candidate will have some of the following preferred qualifications:**

1. Financial management skills, including experience in budget development and management, and accounting software such as Quickbooks.
2. Demonstrated relevant experience developing and promoting programming and special or fundraising events.
3. Knowledge of museum practices and exhibit development.
4. Demonstrated experience in grant writing and fundraising.
5. Demonstrated experience with community and educational outreach.
6. Experience in a non-profit, museum or art gallery setting or in working with a board of directors.

**MonDak Heritage Center Description:** The MonDak Heritage Center is a combined cultural center, history museum, art gallery and genealogy library located in Sidney, Montana ([www.mondakheritagecenter.org](http://www.mondakheritagecenter.org)). The Center is dedicated to engaging visitors year round through diverse programming and exhibits including traveling history exhibits, local and nationally sponsored art exhibits, lectures by humanities and history speakers, special cultural events, concerts, fundraising events, art workshops, and permanent exhibits including a re-created pioneer town. The Center makes programming accessible to an isolated and underserved rural population in eastern MT and western ND, while preserving the history of the region, and is a venue well suited to national traveling exhibits.

**Salary:** Base salary of \$41,000, with starting salary dependent on education and experience. A comprehensive benefit package including health insurance, vacation, retirement, sick leave and paid opportunities for professional development.

**Application Procedure:** Screening of applications will begin on **March 22, 2010**, and will continue until a suitable candidate is found. To apply, submit the following:

1. Letter of application or statement of qualification that addresses each of the required and preferred qualifications in detail (You may organize your information numerically). Please clearly detail how your experience and background meet the required and preferred qualifications.
2. Current resume.
3. Names, addresses, email addresses, and phone numbers of five professional references.
4. Transcripts of academic work (unofficial and electronic copies are acceptable).

Submission of applications in electronic form is encouraged (Word or PDF). Email files as attachments to the Board Secretary: [jean.campbell2@yahoo.com](mailto:jean.campbell2@yahoo.com). All electronic applications will receive an email confirming receipt of the application. Paper documents may be sent to Jean Campbell, MDHC Board Secretary, 418 5th St SE, Sidney, MT 59270. Direct job related questions to the Board President Dave Branson ([dhbranson@yahoo.com](mailto:dhbranson@yahoo.com) or 406-489-0463) or Carrell Evans, Interim Director ([cevans@richland.org](mailto:cevans@richland.org) or 406-488-8806). *Richland County is an Equal Opportunity Employer.*

**How we will evaluate applications for the Executive Director position:**

1. The position announcement has a list of qualifications, some required, some preferred. You must meet all of the required qualifications to be considered further.
2. Each application is compared to those qualifications. If your application does not tell us how you meet those qualifications we will have no way of ranking your application. While we refer to your resume to determine your qualifications for the position, your letter of application or statement of qualifications should be the primary place for you to tell us how you meet those qualifications.
3. Your application will be evaluated on a competitive basis with all other qualified candidates, based on the qualifications provided in the position announcement. The highest ranking candidates may be selected for an interview for the position.
4. Because of the financial responsibilities associated with this position, a standard background investigation will be conducted on all finalists.
5. Selection decisions are made on the basis of: a) academic training, b) demonstrated successful related work experience, c) ability to relate and interact with people, d) written and verbal communication skills, e) reference data, and f) interview data.