



**MonDak Heritage Center  
Executive Director  
Sidney, Montana**

**Applications or resumes with cover letter should be submitted to:  
mdhcjobapplicant@gmail.com**

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 manner. The Director's primary tasks include general administration, developing and expanding a diverse mix of programming, overseeing collections, financial management, fund raising and directing staff and volunteers as well as hands-on, day to day participation in all aspects of the activity and mission of the MonDak Heritage Center. The ideal candidate will be a highly visible advocate for the Center; exhibit enthusiasm and appreciation for the mission of the Center; develop a diverse range of programming and exhibitions; and be an inspiring leader to staff and volunteers.

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*The mission of the  
MonDak Heritage Center  
is to engage, educate, and  
inspire our community by  
preserving and  
contributing to the area's  
arts, culture, and heritage.*

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120 3<sup>rd</sup> Ave SE  
Sidney, MT 59270  
(406) 433-3500  
mdhc@richland.org  
mondakheritagecenter.org

**Specific position responsibilities:**

1. Directly and through a team of staff and volunteers develop and implement mission-based programming, special events, and exhibits, including a diverse mix of art, history, cultural, music and educational programming. This includes active participation in all activities and functions of the MonDak Heritage Center.
2. Establish, develop and maintain positive collaborative relationships with community and Center members, current and potential donors, businesses, agencies, and other organizations.
3. Recruit staff and volunteers; lead and inspire teams; delegate responsibilities; supervise and evaluate staff performance.
4. Promote and maintain practices that encourage and facilitate open communication, cooperation, satisfaction and teamwork among staff, volunteers and Board members.
5. Actively engage in public relations and networking and serve as the Centers' chief ambassador to increase community awareness, increase membership, raise funds, and attract visitors.
6. Actively utilize social media, prepare press releases to promote museum exhibits, classes, programs and events.
7. Develop quality fundraising events and write grants.
8. Demonstrate integrity and high ethical standards, and be committed to professional best practices.
9. Work closely with the Board and staff to articulate a vision and implement a long-range plan.
10. Ensure effective financial management by properly budgeting, as well as supervising the maintenance of financial records. Submit yearly budget for Richland County funding to the Richland County Commissioners within the requested timeframe.
11. This position requires frequent night and weekend work, along with occasional travel to regional meetings.
12. Must adhere to all Richland County Policies and Procedures and all MonDak Heritage Center Policies and Procedures.



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### 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.
2. Demonstrated success in building and working with effective teams of co-workers or volunteers, or in supervising by managing and inspiring others.
3. Demonstrated superior interpersonal, written, and verbal communication skills
4. Demonstrated organizational, project management, and problem solving skills.

The ideal candidate will have experience in some of the following optional areas: financial management, developing programming or special events; building a program or organization; grant writing and fundraising; working with social media, database, and/or web applications; community or educational outreach; employment in a non-profit, museum or art gallery.

MonDak Heritage Center Description: The MonDak Heritage Center is the focal point of cultural activities in Richland County Montana. It is a combined cultural center, performing arts space, history museum, art gallery and history library ([www.themondak.org](http://www.themondak.org)). Our mission is to engage, educate, and inspire our community by preserving and contributing to the area's arts, culture, and heritage. We engage visitors through diverse programming including traveling history exhibits, art exhibits, history and humanities talks, special cultural events, concerts, fundraising events, art education programs, and permanent exhibits. We make programming accessible to an isolated, underserved rural population, while preserving the history of a rapidly changing region. The center has hosted national traveling exhibits.

Salary: Base salary is set at the Department Head level set by Richland County, with the potential of future raises with successful job performance. A comprehensive benefit package includes health insurance, vacation, retirement, sick leave.

Revised 12/29/2021