



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.

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

Collections Manager Job Description

Applications or resumes with cover letter should be submitted to: Nikki Bailey-Will, MDHC Executive Director at mdhc@richland.org.

Position Summary: The Collections Manager oversees the management, conservation, storage, transport, and access to MDHC's collections. This role also includes serving as the museum collections curator, overseeing documentation and cataloging of accessions, and managing deaccessioning. The Collections Manager works under direct supervision of the Executive Director.

The Collections Manager Position is a fulltime, temporary, hourly wage position with an initial term of one year. Renewal of the contract is contingent upon the continued availability of external funding and satisfactory performance.

Reports to: MonDak Heritage Center Executive Director

Basic Job Requirements:

- High School diploma or equivalent
- Valid Montana driver's license or the ability to procure Montana driver's license.
- Ability to effectively communicate verbally and in writing
- Ability to operate, input, and export work using computer programs. Ability to learn and use museum software systems such as PastPerfect.
- Museum and/or curation experience preferred
- Ability to establish and maintain cooperative working relationships with co-workers, volunteers, supervisor, museum board members, and the public.
- Ability to follow verbal and or written instructions.
- Ability to work independently with minimal supervision.
- Ability to meet deadlines.
- Background checks may be required.
- Employee may be asked to work an occasional weekend or evening depending on MDHC needs.

Position Specific Duties and Responsibilities:

The Collections Manager will:

- Oversee conservation and safe stowing of historical objects and fine artworks
- Maintain stability of artifacts in permanent collection through examination, testing, and storage evaluation.
- Administer proper housing of artifacts, photos, & archives
- Be in charge of organizing and cleaning collections room
- Register and catalog objects for permanent collection
- Catalog objects in Past Perfect & MDHC share drive
- Sort items for deaccession
- Research objects and artifacts for permanent collection
- Assist with exhibit installation and deinstallation

Other Duties & Responsibilities:

- This position involves historical research, analysis, collection management, preservation, and exhibition planning.
- This role also involves collaborating with museum staff on exhibit planning, creating and development, and installations. The work is performed under the general direction and supervision of the MDHC Executive Director.



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- Collaborating with the Executive Director, Administrative Assistant, volunteers, and Board of Directors the Collections Manager will help advance the MDHC's mission.
- Work to ensure the continued successful operation and good will in the community for the MonDak Historical & Art Society and the MonDak Heritage Center.
- Take appropriate training opportunities at conferences, workshops and online, to learn software programs needed to perform assigned duties.
- Assist in fundraisers, evening events and special events.
- Maintain complete confidentiality regarding museum and society records.
- Work irregular or evening hours as requested.
- Assist in other duties as requested by the Executive Director.

Physical and Environmental Demands:

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Pushing/Pulling:** Less than 10 pounds of exceptional force on occasional to frequent basis during an approximate 8-hour shift while opening/closing drawers, cupboards, and filing cabinets.
- **Lifting/Carrying:** occasional to frequent lifting and carrying of 30 pounds or less from floor to waist-level and from waist to above shoulder level. The worker will occasionally lift/carry up to 30 pounds at waist level while transporting; the average maximum distance is approximately 50-75 feet.
- **Twisting/Turning:** Of the torso on an occasional basis during 8-hour day.
- **Bending/Stooping:** at the waist; same as Twisting/Turning
- **Gripping/Grasping/Fingering/Feeling:** These activities are conducted on a frequent to constant basis. Gripping/Grasping is required to manipulate a pen/pencil, paper, collections objects, and steering wheel. Fingering/felling activities are performed when record keeping (pen and paper), and keyboarding.
- **Vision/Hearing:** Adequate vision is required to read computer screen and visual materials as well as to examine objects. Hearing is necessary to communicate by telephone and in person.
- **Environmental Conditions:** This position requires that the employee work with and around others or to be able to work alone. The work is performed inside most frequently but errands and other needs will take the employee outside, and the percentages of such may vary. There is occasional exposure to dust and weather-related heat and cold.

Performance Review:

An evaluation of job performance may be conducted by the Executive Director after six months of employment and then occur annually. Discipline shall be conducted in accordance with the principles of good cause and due process, following the corrective disciplinary action policy and relevant MonDak Heritage Center Policies.

Applications must be submitted by: 6/6/2026

Revised 4/13/2026