



Executive Director/Curator of Paleontology - A COMBINED POSITION with the Great Plains Dinosaur Museum in Malta Montana

JOB DESCRIPTION - Duties and Responsibilities:

Financial Duties

- Work with the Treasurer and Finance Committee to prepare and adopt annual budget, financial reports, and insure appropriate fiscal oversight.
- Prepare public notices and coordinate monthly Board meeting agendas with the President and Secretary.
- Support development of annual fund-raising activities; implement special fundraising campaigns under the direction of the Board; and make proposals to the Board for increasing revenue and income.
- Identify and cultivate donors and increase current memberships.
- Research, write, and administer grant applications from public and private sources.
- Work with museum staff to identify needs for capital purchases, major renovations, restorations, leasing and expansion for presentation to the Board.

Administration

- Advise the Board on the Museum's mission, policies, procedures and long-range goals. Implement short-term goals, objectives and strategies.
- Attend Executive Committee and Board meetings (except those dealing with ED/CP's performance) and report on Museum's business and activities.
- Lead program planning, development, and implementation regarding education and programs.
- Maintain security of the Museum's building, grounds, artifacts, and exhibits.
- Oversee the daily operations of the Museum to achieve goals within available resources.
- Oversee and update the website and all print and electronic publications of the Museum.
- Supervise Museum Store operations and profitability.
- Ensure the safety and stability of artifacts and determine what environmental conditions are required to house collections. Lead process to assess fossil and exhibit material and determine if it needs to be removed, repaired, or renovated.
- Solicit collections of artifacts, research materials, historical photographs, papers, and other artifacts important to the regional theme of the Museum.

Public Relations

- Facilitate event planning, marketing, and execution of the annual events and programs as identified and prioritized by the Board.
- Represent the Museum at professional meetings and participate in Phillips County Museum, Chamber of Commerce, community, and other civic, historical and trade organizations.
- Promote the Museum through contacts with media, businesses, government officials, researchers, students, schools, volunteers, and members of the general public.



- Implement and maintain website, social media presence, and electronic communications.
- Promote the Museum, Board, staff, and volunteers in a positive manner at all times to maintain goodwill and encourage continued community participation in all Museum sponsored activities.

Personnel

- Administer the Personnel Policy and assist the Human Resources Committee in the updating of the policies. All hiring, firing, and extreme discipline matters must be coordinated through the Board of Directors or its committee.
- Update job descriptions for staff and key volunteers to improve efficiency and effectiveness. Present to the Board for review and approval.
- Provide direction to all staff members and volunteers on all projects, ongoing and future, and direct changes or suggest training as needed.
- Guide staff with regularly scheduled meetings to discuss upcoming events, workflow expectations, and gain feedback and conduct annual reviews to set goals and gauge progress.
- Work with volunteers on projects to assure assigned areas of responsibility are understood and performed within the guidelines of the Museum's mission.
- Coordinate all workflow and monitor hourly employees' work periods to operate efficiently within budget constraints.

Paleontology related duties

- Initiate and oversee temporary and permanent exhibits and exhibit related publications.
- Organize and conduct programs that include field research, field work and collecting expeditions and other related initiatives. This includes public and fee programs such as adult, family and youth offerings.
- Execute and maintain agreements or permits in a timely manner with landowners, agencies and others in conjunction with land use & access, fossil excavation, collection and ownership, etc.
- Plan and organize the acquisition, storage and exhibition of collections and related materials. Maintain fossil collections, accurate records for collections management, fossil scientific data and similar information.
- Recruit, lead, train, and supervise Paleontology department staff, including interns and volunteers.
- Collaborate with stakeholders (include, State and regional tourism, Montana Dinosaur Trail partners) to promote paleontology projects and collections to a wide audience including the public, potential donors, educators and community members.
- Ensure fiscal responsibility within the department through monitoring budgets and spending in collaboration with the Treasurer and Board. Seek and develop appropriate grant applications and cultivate donor contributions.

Additional Duties

- Coordinate school groups and educational programming
- Preparation, planning and fundraising for museum expansion project and other goals identified.
- Maintenance of museum buildings as needed
- Assist with the day-to-day operations of GPDM, including scheduled workday hours as needed.
- Other duties as assigned.