



Position Title: Seasonal Manager

Date: April 2023

The Seasonal Manager supports the mission of the Great Plains Dinosaur Museum working in direct cooperation with and under the guidance of the Board of Directors.

Duties and Responsibilities

Financial Duties

- Work with the GPDM Treasurer and Finance Committees to gain a general understanding of museum operations, revenue and expenses. Assist the Director of Operations with financial duties to ensure appropriate financial management.
- Support annual fund raising, identify and cultivate donors and increase current membership.
- Investigate and develop opportunities for new revenue, prepare project budgets and make applications for assistance and grant funding as authorized by the Board of Directors.

Administration

- Attend Board of Directors and committee meetings and providing written reports on business and activities.
- Provide oversight of seasonal staff and coordinate with Operations Manager y to ensure daily operations, building maintenance and security, exhibits, sales and artifacts and collections are appropriately managed.
- Organize and lead special events, including but not limited to the annual Wine & Dino, Dino Day and others as assigned.
- Work with the Marketing Committee on the development and implementation of the marketing plan for the museum.
- Support and assist in any and all special projects, including Eastern Montana Tourism Grant award and "Experience Leonardo" project and other efforts as identified and authorized.

Public Relations

- Maintain website, social media presence and electronic communications in cooperation with other staff.
- Represent the Museum at Montana Dinosaur Trail, local, regional and state tourism related meetings 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.
- 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

- Collaborate with Operations Manager to coordinate workflow, working scheduled hours as requested.
- Work with volunteers on projects to assure assigned areas of responsibility are understood and performed within the guidelines of the Museum's mission.

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Additional Duties

- Coordinate special tours, school groups visits and educational programming
- Ensure GPDM interior is clean and sanitary for staff, visitors and fossils and exterior is safe for general public and weed free.
- Prepare, post and implement a daily task list for employees and volunteers.
- Other duties as assigned.

Organizational background - The Great Plains Dinosaur Museum (GPDM) is located in the rich land mass of Northern Montana where some the world's most preeminent dinosaur fossils have been discovered. A site and member of the Montana Dinosaur Trail, GPDM maintains permanent exhibits of dinosaurs and other prehistoric fossils to advance the visitors experience, allowing them to appreciate, enjoy and fully understand the rich prehistory of this region. The Museum also provides the rare opportunity for both youth and adults to explore, dig and excavate fossils with their staff and paleontologist partners in scheduled educational and dig programs.

The Great Plains Dinosaur Museum (GPDM) is governed and operated by volunteer board members of the Judith River Foundation, Inc. The Foundation is an IRS exempt 510c3 non-profit corporation established in 2002. The GPDM is not a municipal entity, is not affiliated with any higher education institutions, receives no general tax support, and is entirely self-funded through membership fees, admissions, dig and tour revenue and fundraising.

The GPDM guided by a ***mission to curate and prepare paleontological resources for use in educational programs, scientific research and interpretive displays in support of the advancement of knowledge and the benefit of all people.***
