

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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******V A C A N C Y A N N O U N C E M E N T******

TITLE: Curatorial Technician II (contract position)

LOCATION: Tribal Education Department—Three Chiefs Cultural Center

SALARY: \$22.69 - \$25-56 per hour

CLOSING DATE: Monday, October 5, 2025 at 5:30 p.m.

This Position is not a Testing Designated Position within the definition of the CSKT Drug Free Workplace Policy effective January 1, 1998. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.

The Curatorial Technician II will be responsible for the care of all holdings (artifacts) in the center repository and museum. Incumbent will be responsible for planning and implementing programs in collections management and exhibit production, collect, interpret, maintain, and protect objects of historical and aesthetic importance to Three Chiefs Museum, library and collections, and cultural education by performing the following functions:

- ❖ Supervise collections management, curation and conservation activities of the center's archaeological and material collections;
- ❖ Accession, cataloguing and documenting material cultural items following the established Collections Policy;
- ❖ Provide preventative care and maintenance and proper storage of the Center's collections following the established procedures as outlined in the collections policy;
- ❖ Manage all aspects of loans to and from the Center with research, transportation, and processing of paperwork regarding the Center's collections, reporting to Center Director;
- ❖ Lead planning and installation of all exhibits;
- ❖ Coordinate the exhibit development process including research, design, fabrication and installation of permanent, temporary and traveling exhibits;
- ❖ Develop costs analysis for planned exhibits with the Center Director;
- ❖ Coordinate with Center staff and consultants in producing exhibit materials, researching and writing storylines for exhibit scripts;
- ❖ Coordinate with the Center staff and consultants in developing educational programs relating to exhibits and Salish, Kootenai and Pend d'Oreille history and culture;
- ❖ Consult with and receive guidance from tribal elders and culture committees;
- ❖ Write grant proposals for collections survey, acquisition, and management, exhibit research and development, and others as necessary;

- ❖ Guide museum/exhibit tours and assist with Cultural Education presentations and classes as needed;
- ❖ Develop budget for curation/museum needs;
- ❖ Supervise interns and temporary staff, volunteers and summer staff of the museum and curation facility;
- ❖ Maintain yearly inventory of collections and provide report to Program Director and Department Head;
- ❖ Provide monthly report to Program Director;
- ❖ Perform other tasks as assigned by the Center Director or Tribal Education Department Head

MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:

- ❖ Associates of Arts in a Museum Studies field, history, or anthropology is required.
- ❖ Incumbent shall possess a combination of education, training and experience in several types of curation, collections; as in archeological, material culture, museology methods, archival, and conservation;
- ❖ Must possess the ability to function in a multi-cultural environment and respect cultural protocol;
- ❖ Must possess basic knowledge or Salish, Kootenai and Pend d'Oreille tribes;
- ❖ Must be able to communicate effectively verbally and in writing;
- ❖ Must possess good organizational skills;
- ❖ Must possess the ability to work independently and work well with others;
- ❖ Must possess basic computer skills with knowledge of "Past Perfect" Museum program;
- ❖ Must possess a valid Montana Driver's License.
- ❖ This is a Testing Designated Position: Employee will be random (drug/alcohol) testing. In addition, employee will be subject to a background investigation in accordance with PL 101-630 and 101-647.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of academic transcripts, applicable certifications, etc.
3. Copy of driver's license.
4. Proof of enrollment from a federally recognized Tribe if not from CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1040, or personnel@cskt.org

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS

FOR MORE INFORMATION: Contact Marie Torosian @ (406) 675-2700 Extension #2102