



Administration

The Administration Program provides supervision, administration, and coordination of the six programs in the Montana Historical Society. Administration Program staff are responsible for the management, planning, direction, and leadership of the Society.

Activities include

- Public relations, community outreach, and marketing
- Development and donor relations,
- Membership
- Information technology
- Payroll and Human Resources
- Financial reporting and accounting
- Legislative processes
- Business and budget management
- Security, visitor services, and building management
- Museum Store



Museum

Provides for the use, learning, culture, and enjoyment of current and future generations of Montanans by collecting, preserving, and interpreting the Society's wide-ranging collection of fine art, and historical, archaeological, and ethnographic artifacts.

The Museum Program of the Montana Historical Society (MHS) consists of Collections, Exhibits, and Administrative Offices. The Museum Program is responsible for the care, preservation and management of all of the Society's art and three-dimensional artifact collections (historic, ethnographic, and archeological); it provides outreach services pertaining to curatorial, and collections care and management (lectures, workshops, guided tours, etc.) both at its headquarters and throughout the state for a wide range of audiences; it plans and produces interpretive permanent, temporary, and traveling exhibitions; it administers the Original Governor's Mansion, a historic house museum, in Helena; it oversees the care of the artworks at the State Capitol and the Capitol Complex; it provides reference services to the general public, technical users and other museums and cultural organizations; and it plans and produces interpretive publications, and promotional literature for wide distribution.

The Museum Program:

- Preserves and manages art & artifacts collection by cataloging, housing, and tracking collections, implementing preventative preservation methods, and facilitating conservation projects.
- Creates dynamic long-term and changing exhibits showcasing Montana history.
- Manages an active loan program of artifacts, art and traveling exhibits in Montana and the U.S.
- Provides access to collections and information by distributing documents, images, and reports, and through in-person tours and specialized viewings of the collection
- Performs consultations and conducts workshops related to collections care and management for the public and our colleagues across Montana
- Manages the Capitol Complex art collection for the enjoyment of Montanans and our visitors
- Manages the Original Governor's Mansion.



Outreach and Education

The Montana Historical Society's Outreach and Interpretation Program (O&E) promotes opportunities for learning about Montana history, Montana culture, and the many resources held by the Society's collecting programs. We provide educational experiences for Montanans of all ages as well as visitors to the state.

O&E is comprised of three primary sections: the Education Office, the Historic Signs Program, and the Volunteer Program. Specifically, O&E:

- provides educational public programming of all types—including lectures, conferences, workshops, guided tours, self-guided tours, hands-on learning activities, web-based learning activities, and educational trunks—both at the Society's headquarters and throughout the state, for a wide range of audiences.
- plans and produces educational publications, curriculum materials, and instructional literature for broad distribution.
- organizes and implements training workshops and other experiences for K-12 educators across the state.
- plans and produces interpretive, place-based, publications, articles, brochures, and tours for state-wide distribution/implementation.
- oversees the National Register Sign Program for the State of Montana, producing interpretive signage for eligible structures and sites in all parts of the state.
- oversees the Centennial Farm and Ranch Program for the State of Montana, processing the applications from and organizing acknowledgement for eligible sites in all parts of the state;
- assists in the planning, production, and placement of non-Register, signage—including Heritage Markers, state highway signs, Main Street Community signs, etc.—in all parts of the state.
- provides program-appropriate reference services to the general public, teachers, students, technical users and other like-minded institutions and organizations.
- oversees the MHS Volunteer Program, coordinating volunteers and volunteer activities Society-wide.



Library & Archives

The mission of the Library & Archives is to develop and improve the nation's most comprehensive collection of research materials related to the history of Montana and the West; to assist the public in the use and enjoyment of the collection through reference assistance and reproductions; to make the collections accessible through cataloging and online databases; and to act as the official Montana State Archives.

The Library & Archives is comprised of three sections, based upon the formats of the materials they care for: Library, Archives, and Photograph Archives. Library & Archives:

- Develops and improves the nation's most comprehensive collection of research materials related to the history of Montana and the West.
- Assist the public in the use and enjoyment of the collections by providing courteous, timely and accurate reference assistance to researchers of all types; by providing reproductions of materials in the collections; and by providing select materials to remote users via interlibrary loan.
- Make the collections accessible and useful to the public through their proper and timely accessioning and processing, the production of appropriate catalogs, inventories and other finding aids, and by participation in digital catalogs and online databases.
- Act as the official archives for the state of Montana, thereby preserving and providing access to the permanent records of state and local government in Montana.



Publications

The MHS Publications Program oversees the publication of a quarterly journal and press books. Published since 1951, *Montana The Magazine of Western History* showcases the people, places, and events that shaped the state and the Western region. In addition to fascinating articles, the magazine features book reviews, commentaries, news from MHS, and advertising confined to rare and new books, art objects, and other products and events related to Western history.

The Montana Historical Society Press seeks to connect Montana's social, political, and cultural developments, and offer Indigenous perspectives on Montana's history. With more than sixty books in print, the MHS Press has reached a broad audience and earned a reputation as one of the most respected publishers of Western history in the northern Plains and Rockies.

Publications Program activities include:

- Publication of the state's award-winning quarterly history journal.
- Distribution of the quarterly journal.
- Publication and distribution of press books



State Historic Preservation Office

The State Historic Preservation Office works together with all Montanans to promote the preservation of our state's historic and cultural places. From 10,000-year-old archaeological sites to 100-year-old homestead farms, a lot of history has unfolded beneath the big Montana sky. We encourage people across the state to identify, document, recognize and protect the heritage sites of Montana, preserving our rich cultural landscape for generations to come.

SHPO Activities include:

- Help Montanans preserve sites and buildings significant to an understanding of Montana's prehistoric and historic past through research, recordation, education, and recognition.
- Provide owners of significant historic and prehistoric properties (both public and private) with detailed technical preservation expertise, information, and user-friendly access to available programs and other resources, especially state and federal incentives targeted for historic preservation.
- Minimize inadvertent and unnecessary harm to Montana's significant historic and prehistoric buildings and sites by reviewing and providing data and comments to federal and state agencies on their proposed projects, decisions, and licenses; and
- Develop and implement the goals and objectives of the approved five-year statewide Historic Preservation Plan (HPP).
- Administer preservation and antiquities acts, supporting commissions with state historical orientation, and providing technical assistance to all Montana museums, historical societies, preservation programs and owners of historical resources.
- Assist property owners in the evaluation and the nomination of properties (individual and contributors to districts) to the National Register of Historic Places.
- Assist and secure funding, as available, for local community, county, or historical or archaeological organization projects for systematic survey and research of Montana neighborhoods, geographic regions, or types of properties.
- Maintain and add to the statewide inventory of locations of survey and of known and recorded historic and archaeological properties in Montana (State Antiquities Database).
- Answer letter, phone, and personal requests with information and presentations, including public education programs, written materials and guidance, staff evaluation and comments, site and survey report file information, and participation in workshops and training sessions.
- Actively assist historic buildings owners to use federal and state historic preservation income tax credits for substantial rehabilitation projects.
- Secure, award, and administer federal funds designated for local Montana governments with preservation commissions and ordinances that participate in the federal Certified Local Government (CLG) program.

- When such federal funds are authorized and appropriated by Congress, secure, award, and administer a competitive, rehabilitation ("brick-and-mortar") re-grant program for owners of properties listed in the National Register.
- Respond in a timely manner to requests for comments and concurrence from federal and state agencies on historic significance and values, effects of projects, anticipated likelihood of site existence, and the nature of study needed to avoid adverse impacts.
- Work cooperatively with agencies, organizations, and applicants to develop efficient and effective means for compliance with state and federal preservation law and regulations.