

**Job Description: Assistant Curator of Natural Science
(Assistant Administrative Officer for Draper Natural History Museum)**

Objective: The objective of the Assistant Curator of Natural Science is to assist the Senior Curator or chief administrative officer of the Draper Natural History Museum grow the Center's scientific research and scholarship, to assist with curation and expansion of its natural science research collections, and to help inspire public understanding of, and involvement in, natural science through exhibits and programming. The Draper Museum's core mission is to "...increase understanding and appreciation of the relationships binding humans and nature..." Toward that end, our central focus is on the biodiversity and ecological dynamics of the Greater Yellowstone Ecosystem and how they influence and are influenced by human activities. The Assistant Curator of Natural Science plays a key role in fulfilling our mission by strengthening our central focus.

Level of Responsibility:

- Reports to: **Senior Curator or Curator of Natural Science/Chief Administrative Officer**, Draper Natural History Museum.
- Supervisory Duties: **Supervises Draper Museum personnel and designated volunteers** at the direction of supervisor.

Essential Functions:

Skill set:

- Demonstrates superior general knowledge of biodiversity/ecology in the Greater Yellowstone Ecosystem and American West, and a comprehensive and detailed knowledge of one or more disciplines of natural science.
- Possesses thorough working knowledge of exhibits development and design in a museum setting.
- Is an outstanding public speaker with ability and willingness to engage the general public and media.
- Possesses an established track record of publication (in both popular and technical venues) and extramural funding.
- Projects a positive professional image and ability to work successfully in an interdisciplinary environment.
- Possesses strong organizational skills and ability to successfully carry out multiple tasks simultaneously.

Programs:

- *Exhibits:* Assists with maintenance, enhancement, and operations of Draper Natural History Museum exhibits and exhibit environments as directed by supervisor; functions as member (and frequently as leader) of Center team engaged in designing and developing special (i.e. traveling or temporary) exhibitions including natural science content; reviews all natural science content for exhibits.
- *Education:* Assists with development, content, and delivery of all natural science programming not conducted by Center's Interpretive Education Division (IED), and seeks to collaborate with IED whenever possible (programs may include lecture series, field trips, special events, conferences, workshops); delivers public programs and invited lectures; provides natural science content and oversees any natural science content provided by other staff for website.
- *Collections:* Assists with regular review and revision of natural science collections policies and procedures guidelines; assists with acquisition, development, documentation, and curation of permanent natural science collections that enhance current strengths; helps ensure collections data are provided to Center's Registrar in a timely fashion and collaborates with Registrar to provide appropriate public access to collections data and images; oversees and manages (with Registrar) specimen research requests.

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Research:

- Conducts original and synthetic research in central area(s) of expertise (preferably collaborating with long-term Draper Museum research platform); presents and publishes results of research in accredited regional and national forums.
- Communicates products and process of research to general public through media interviews, popular publications, website.
- Facilitates research conducted on natural science collections and databases.

External Relations:

- Serves as spokesperson for natural science topics and Draper Museum as directed by supervisor; represents the Draper Museum in its relationships with the general public, donors, governmental entities, businesses, and scientific professionals as directed by supervisor; represents Center in all activities related to natural science as directed by supervisor.
- Works cooperatively with marketing staff to promote the leadership role of the Center in natural history in and around the Greater Yellowstone Ecosystem.

Internal Relations:

- Initiates and completes internal and external correspondence and memoranda.
- Attends meetings as required.
- Prepares necessary reports as directed.
- Follows procedures for maintaining departmental records.
- Supervises and evaluates volunteers, interns and temporary staff as directed by supervisor.
- Works cooperatively with development staff and participates in fundraising activities as appropriate.
- Works cooperatively with marketing staff to promote the leadership role of the Draper Museum as well as the Center.
- Promotes compliance with Center Policies & Procedures from the Draper Museum staff.

Organization:

- Assists supervisor with Draper Natural History Museum Advisory Board relations.
- Helps ensure that operational plans for the Draper Museum are developed on an annual basis.
- Helps ensure that the Draper Museum annual operating plan in support of the Center's strategic plan.
- Helps create a Draper organizational structure that best supports its operational objectives.
- Helps assure compliance within the Draper Museum with all Center-wide policies and procedures.
- Helps assure compliance of Draper policies with current professional standards.
- Helps develop and establish collections and research policies and procedures to comply with professional standards as appropriate.
- Reports to supervisor significant variances from plan and develop alternatives to return to plan as appropriate.
- Assists with preparation and presentation of the Draper annual and capital budget to the Executive Director and Advisory Board.
- Helps monitors progress on annual budget and reports significant variances to supervisor.
- Helps assure that the natural science exhibits, office, laboratory, research, and collections storage facilities are well-maintained and provide a clean and safe environment for volunteers and staff.

Standards of Performance: Successful performance of the responsibilities listed above will be determined by:

- Successful development, presentation, and implementation of personal annual plan.
- Success of operating results against operational plan.
- Quality and performance of the natural science/Draper Museum staff relative to the institutional

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- mission and plan.
- Adherence to Center-wide policies and procedures and collections policies and procedures.

Classification: Assistant Curator is an exempt position and is not eligible for overtime or compensatory time. In some instances, the normal work schedule may require that the prevailing forty-hour work week be adjusted to ensure that necessary services are provided.

Limits of Authority: Without prior approval of supervisor, Assistant Curator cannot:

- Create or delete additional direct reports.
- Terminate the employment of direct reports.
- Authorize expenditures above previously approved and documented limitations.
- Initiate new or unplanned projects including the related contracts or agreements, with a potential Museum liability of \$5,000.
- Solicit cash or in-kind contributions of \$1,000 or more.
- Authorize disposition of capital equipment.
- Sell or purchase land or buildings.
- Open or close institutional financial accounts.
- Approve foreign travel for staff.

Qualifications:

- Demonstrated organizational and interpersonal skills. Should include experience in dealing with public and scholarly communities.
- Minimum of MS (PhD preferred) in one or more areas of natural science matching existing strengths of Draper (e.g., ecology, zoology, mammalogy, ornithology, conservation biology).
- At least two (2) years post-graduate experience in museum or similar environment.
- A demonstrated passion for communicating the process and product of natural science to the public.