

Job Description: Curatorial Assistant, Draper Natural History Museum

Objective: Assist with operations and programming of the Draper Natural History Museum.

Level of Responsibility:

- **Reports to:** Curator or Senior Curator, Draper Natural History Museum.
- **Supervises:** May supervise temporary staff, interns, and volunteers as appropriate.

Job Duties:

- *Exhibits:* Monitors ongoing development, maintenance, and enhancement of natural science exhibits, and reports variances to Senior Curator of Natural Science; ensures that exhibits are functioning, in good repair, and meet institutional standards for content accuracy and interpretation; coordinates thorough inspection and cleaning of all natural history specimens on exhibition at least once annually; continues to develop professionally in this area by keeping up with current literature and participating in professional conferences as institutional budget allows.
- *Collections:* Assists Curator or Senior Curator with day-to-day management of Draper Museum collections; assists Curator or Senior Curator with documentation, preparation, organization, and use of wide range of collections, including biological, paleontological, and geological specimens, archaeological and historical materials, and digital audio and visual recordings; maintains Excel spreadsheet of specimen metadata and digital photographic file of collections, and creates specimen reports from ARGUS on request; continues to develop professionally in this area by keeping up with current literature and participating in professional conferences as institutional budget allows.
- *Programming:* Works closely with the Curator or Senior Curator to coordinate schedule and logistics of natural science educational programs originated by Draper Museum.
- *Research:* Assists Curator or Senior Curator with compilation and organization of research data and maintenance of research reprint files.
- *Administrative:* Assists Curator or Senior Curator with Draper Natural History Museum administrative operations, including budget tracking and advisory board communication, and may represent Draper Museum at meetings as assigned; helps Curator or Senior Curator in assuring that the natural history exhibits, office, laboratory, research, and collections storage facilities are well-maintained and provide a clean and safe environment for volunteers and staff.
- Reports to the Curator or Senior Curator significant variances from plan and develops alternatives to return to plan as appropriate.
- Performs other duties as assigned.
- Recruits, trains, and supervises volunteer and intern corps as needed to assist with essential functions.

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

- Success of operating results against Draper Natural History Museum operational plan.
- Quality and performance of temporary staff of the Draper Natural History Museum relative to the institutional mission and plan.
- Adherence to Center-wide policies and procedures and collections policies and procedures.
- Smooth operations with pleasing experiences for visitors.
- Support the Buffalo Bill Center of the West Strategic Plan.

Qualifications:

- Minimum of B.A. or B.S. in one or more areas of natural history (e.g., botany, zoology, conservation biology, geology, paleontology, archaeology, environmental history,

environmental science) or other appropriate field, with a preference for a Master's degree.

- Demonstrated organizational and interpersonal skills. At least one year professional experience and/or training in natural science museum.
- Experience with museum competencies such as collections handling, registration, collections research, label writing, mount making and preparation.
- Ability to develop and maintain professional relationships with diverse communities to include experience in dealing with public and scholarly communities.
- Excellent written and oral communication skills, including speaking to audiences of various sizes, ages, and education levels.
- Program development and presentation experience.
- Strong knowledge of Microsoft Office.
- Discretion and good judgment.
- Able to work with minimal supervision.

Classification: The position of Curatorial Assistant, Draper Natural History Museum, is a non-exempt classification and is eligible for overtime. In some instances, the job may require working more than forty hours in a week. Sometimes evening and weekend work may be required.