

JOB OPENING: Vertebrates Collections Manager



The University of Colorado Museum is a world-class natural history museum nestled against the foothills of the Rocky Mountains in Boulder, Colorado. We seek a collections manager with broad zoological interests and a focus in Vertebrate Zoology to guide the continued growth and management of the physical collections and associated resources including archives and paper records, databases, and genomic resources. Strengths of the collection include extensive herpetological and mammal material as well as important bird and fish holdings from the Rocky Mountains, Southwestern US, and international localities, particularly Mexico.

Minimum Qualifications: M.S. degree in relevant field (Biology, Zoology, or Museum Studies) or Bachelor's degree in (Biology, Zoology, Museum Studies or relevant field) with at least three years' experience as a full-time collection manager. Job requires demonstrable proficiency with the taxonomy, nomenclature, identification, preparation, and preservation of mammals, birds, amphibians, reptiles & fish specimens, and their tissues and DNA. Knowledge of care and management of vertebrate collections, including cataloging & accessioning specimens, processing loans, regulations & permits for zoology collections, electronic database (e.g., FileMaker Pro) & Microsoft Office software, integrated pest management, and collection research methods also required. Additional required skills include demonstrable attention to detail and accuracy, excellent teamwork and communication skills, ability to interface professionally with the university, public, governmental & research communities, and ability to manage projects, students, and volunteers.

Preferred Qualifications: experience in supervisory roles, vertebrate fieldwork, grant writing, and/or bioinformatics.

Duties include: Assists curator(s) in the management of zoological collections to ensure all care and maintenance procedures necessary for specimen conservation; loans; permitting; collection use for research, teaching, exhibits, and public programs; supervision of student assistants and volunteers; databasing, web access, and reporting; museum & local community service; help establish & nurture mutually beneficial relationships with individuals, schools, colleges, universities, and relevant organizations. The collection manager will work with Vertebrate Curator and the Zoology section to develop policy and procedures; grow the collection; write grant proposals; participate in informal (or formal) teaching and training of museum techniques through the zoology collections; aid in shared administrative duties, and develop and implement a long term collections strategy in reference to American Association of Museums accreditation requirements, standards, and best practices.

100% time (40 hrs/week) at 42-44K commensurate with experience, plus benefits.

To Apply: Applicants must apply online at <https://www.jobsatcu.com/postings/68588>. Applicants will need to provide curriculum vitae, letter of interest, and names and contact information for three references. Position is open until 30 September 2013, after which review of applications will begin and continue until the position is filled. Contact: Vertebrate Zoology Curator, Dr. Christy M. McCain, christy.mccain@colorado.edu.

The University of Colorado is committed to diversity and equality in education and employment.