



MUSEUM of
NORTHERN
ARIZONA

Celebrating the Colorado Plateau

Title: Paleontology Preparator

Department: Collections

Status: Exempt, Temporary, Full-Time, 18 months

Supervisor: Natural Science Collection Manager

Position Description: This is an 18 month, Institute of Museum and Library Services (IMLS) grant-funded position to rehouse and move paleontology collections into new cases following installation of a new, mobile cabinetry system. Collections contain specimens of fossil vertebrates, invertebrates, plants, microfossils, and ichnites. The Paleontology Preparator will assist with the organization and coordination of the move of fossils, manage the preparation laboratory, conduct repairs and take conservation measures to stabilize specimens, create custom-designed specimen mounts and cradles, and train and coordinate volunteers working on the project. This position does not include field work or travel.

Major Tasks and Responsibilities:

- Works with Natural Science Collections Manager and Curator to plan and implement the move and care of collections.
- Maintains preparation laboratory, orders supplies and equipment, ensures safety of personnel.
- Readies fossil material for incorporation into the collection by creating museum quality storage housing.
- Improves specimen documentation, labels, inventory, and database records.
- Consolidates and prepares fossil specimens, adaptively using manual, electrical, and air-powered tools.
- Wears personal protective gear as required and uses chemicals as directed by MSDS sheets.
- Performs general housekeeping duties of collection storage, processing room, and preparation lab.
- Ensures that accurate documentation accompanies all preparation and processing for upgraded housing.
- Supervises and trains volunteers in fossil preparation.
- Works with Natural Science Collections Manager to repair, conserve, and further prepare existing collections.
- Rehouses specimens into archival storage containers.
- Assists with the development of specimen handling procedures.
- Attends weekly planning meetings and assists with preparation of monthly status and interim grant reports.

Education and Experience Requirements:

- MS degree in Geology, Biology, or Quaternary Studies with experience in collection management.
- Extensive experience with scientific collections of fossils required.

Abilities, Skills, and Knowledge:

- Knowledge of paleontological museum procedures and conservation measures.
- Extensive experience with mechanical and chemical preparation of vertebrate fossils as well as stabilization techniques.
- Demonstrated ability to communicate, orally and in writing.
- Good organizational skills and attention to detail.
- Ability to identify and correct data discrepancies.
- Familiarity with Argus computer database, spreadsheets, and word processing



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- Ability to work independently as well as with student interns and volunteers
- Ability to prepare digital laboratory records using a PC and digital cameras and transcribe technical information with a minimum of errors.
- Knowledge of paleontological field procedures and of vertebrate anatomy.

Special Qualifications or Requirements:

- The Paleontology Preparator is expected to meet core competencies and adopt ethical practices in keeping with professional standards of this position: http://vertpaleo.org/Education-Resources/Preparators-Resources-PDF-files/Preparator_Core_Competencies.aspx
- The Paleontology Preparator should be highly motivated and comfortable speaking to groups.
- Work requires long periods of bending, stooping, walking, climbing and working in cramped conditions.
- Work requires long periods of repetitive motion with hand tools, pneumatic tools, and microscopes.
- Position requires use of personal protective gear to deal with noise, dust, and chemicals associated with the work.

Working Conditions:

- Generally work indoors under typical office conditions, 35 hours per week, usually between 9 am and 5 pm.
- Odd hours and long days may occasionally be required.
- Must be able to stand for long periods, stoop and bend, lift up to 50 lbs, and handle fragile items.

Job contingent on satisfactory passing of background security check

Salary: \$40,004 per year

How To Apply:

Please submit a cover letter, resume, and three professional references to Jill Thomas at employment@musnaz.org. Email is the preferred method of application submission. If you are not able to submit your application via email, please call Jill Thomas at 928-774-5211, Ext. 203 to receive additional instructions for application submission.

Deadline:

Open until filled.

The Museum of Northern Arizona is an EEO employer.