

CINCINNATI MUSEUM CENTER JOB DESCRIPTION

Job Title: Manager, Zoology DNA Lab and Collections

The statements below reflect the general details considered necessary to describe the major responsibilities of the identified position and are not to be construed as a detailed description of all the work requirements that may be inherent in the job. An asterisk (*) indicates that this is an essential function of the job as outlined in the American with Disabilities Act.

Responsibilities:

Cincinnati Museum Center (CMC) seeks a dynamic, self-motivated, detail-oriented Manager to lead scientific and public-facing work in the DNA Lab and Zoology collections. The Manager will collect and analyze biological data in full view of the public, engage CMC guests in science communication, and help care for preserved and living collections at CMC. We are looking for a person to work collaboratively with a variety of departments across our organization, including research and collections, exhibits, education, and philanthropy. We are looking for someone who will embrace the diverse responsibilities of this position as opportunities to strengthen and support the museum's mission.

DNA LAB RESPONSIBILITIES (50%):

CMC's fully equipped DNA Lab makes science visible to guests visiting CMC's Museum of Natural History & Science and creates engaging opportunities for onsite and digital public science communication. The Manager will:

- Assist the Zoology Curator with maintenance and operation of CMC's molecular genetics laboratory, including its DNA sequencers, PCR machines, frozen tissue collections, and associated equipment.
- Prepare/process research samples (from DNA extraction through sequencing)
- Analyze data and write reports
- Track inventory and order materials, reagents, and supplies
- Coordinate relevant service contracts.
- Lead and help develop genetics-based research projects in the lab
- Help train and supervise external partners, students, and interns
- Build research collaborations and partnerships with regional universities and other organizations, working to attract new Lab users and contributing to grant proposals for research funding.
- Regularly engage with the public, enhancing visitor experiences and interpreting Lab activities.

COLLECTIONS RESPONSIBILITIES (50%):

CMC's Zoology Collections include both living and preserved collections in areas that include entomology, herpetology, ichthyology, malacology, mammalogy, and ornithology.

In living collections, the Manager will work with colleagues to:

- Help care for and manage live animals, including feeding and daily care
- Maintain enclosures
- Present animal-encounter programs.

In preserved Zoology collections, the Manager will:

- Digitize collections data
- Manage collections databases
- Prepare and conserve specimens
- Fulfill internal and external loan requests
- Prepare specimens for exhibit.

In addition, the Manager will assist with:

- Hosting visiting researchers in the collections
- Giving guided tours of collections and research areas
- Training and supervising volunteers and interns
- Contributing to grant proposals for collections funding.

Qualifications:

- Background in the biological sciences, experience working in or managing a laboratory with genetics research capability, and/or experience caring for live or preserved Zoology specimens
- Experience with museum exhibits and public engagement a plus
- Good communicators to diverse audiences
- Dynamic team member
- Passionate about working with and supporting animals
- Able to work with broad range of people
- Bachelor's degree required; Master's coursework or degree or equivalent work experience preferred

Working Conditions:

Must be able to lift up to 50 lbs. with assistance, climb stairs and ladders. Weekends required.

Additional Information:

Full-time, salaried position, with range starting at \$40,000 annually. Valid driver's license required.