SENIOR CURATOR
(Paleontology Emphasis)

POSITION SUMMARY

This position will oversee the exhibits and collections at a regional natural history museum. Will work closely with the department to research, develop and implement the museum's curatorial program. Will undertake scholarly research in order to propose and recommend exhibition projects and publications aligned with the artistic vision of the Museum Center. This position will supervise professional paleontology staff and will serve in a general supervisory capacity in the absence of the Museum Center Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Will maintain and update current exhibits as well as develop new permanent and temporary (seasonal) exhibits to further public awareness of regional geology and paleontology.
- Will be responsible for designing, researching, and writing exhibit text, selection of specimens for new exhibits (which may require loans from regional partners), and oversight of construction and assembly of exhibits.
- Will oversee the operation of the Paleontology Laboratory.
- Will be responsible for managing day-to-day activities of Paleontology Division staff and volunteers.
- Will manage the museum's collection of minerals, rocks, and fossils according to professional standards.
- Will be expected to develop and deliver educational outreach programs for the community, with particular focus on school groups, as well as functioning as a tour guide for the museum when needed.
- Will handle public inquiries and offer basic information on and identification of mineral, rock, and fossil specimens brought to the museum.
- Will work with local, state, and federal partners to develop strong working relationships that further the museum's mission to showcase the geology and paleontology of the region.
- Assists with preparing and monitoring exhibition budgets and expenses;
- Performs other duties of a similar nature or level.

Knowledge, Skills and Abilities:

- Comfortable with public speaking;
- Demonstrated experience with educational outreach;
- Knowledge in vertebrate paleontology
- Demonstrated experience in museum exhibit design;
- Knowledge of paleo flora/fauna and geology of North Dakota (Late Cretaceous through Paleogene);

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- Knowledge of proper museum curation methods and practices for the care of rock, mineral, and fossil specimens;
- Ability to support fundraising initiatives, and be committed to working in the public realm;
- Possesses strong computer skills, including MS Office and collections management software;
- Ability to express ideas and concepts effectively, orally and in writing (in English);
- Demonstrated fossil preparation experience;
- Demonstrated paleontology field experience;
- Ability to work flexible hours as needed to oversee programs and exhibitions.

QUALIFICATIONS

Education and Experience:

- Bachelor's Degree in geology, biology, paleontology, museum studies, or other relevant field. Master's Degree preferred.
- Requires one to three years of experience working with museum collections and/or science education outreach;
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

Special Requirements:

- Valid Driver's License

WORKING CONDITIONS

- Positions in this class typically require: talking, hearing, seeing and repetitive motions.
- Work is performed within routine office environment with minimal exposure to hazardous or unpleasant conditions. Physical demands are usually limited to sitting or standing in one location much of the time. Some stooping, lifting of objects may be required.
- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Classification: Grade 16 (G-16)
FLSA: Exempt
Created and updated to new format: 10/30/15
Approved by CSC: 11/10/2015
Approved by City Commission: 12/07/15
Updated: 11/6/23 by Museum Director Fuhrman, HR Nameniuk – Title change to Sr. Curator.
Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.

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