

**Title:** Bonebed Paleontologist

**Supervisor:** Director of Research

**Wage:** \$16.50-\$17.50/hour based on qualifications (plus benefits)

**Duties and Responsibilities:**

- Works with Director of Research, Conservator, and Preparator on plan for excavation and restoration of fossils and sediments in the Bonebed Hall (sinkhole);
- Collaborates extensively as team member with Conservator and Preparator on fossils and sediments in the Bonebed Hall (sinkhole);
- Oversees and works with Director of Research, Conservator, and Preparator regarding excavation of fossils from the Bonebed sinkhole deposit;
- Supervises the Ice Age Explorers group while working at The Mammoth Site and in the Bonebed;
- Oversees summer Interns while they work in the Bonebed;
- Collaborates with other museum staff to establish object conservation priorities;
- Summer time emphasis on supervision of Interns and Ice Age Explorers in Bonebed; winter time emphasis on preparation and conservation;
- May collaborate with Collections Manager regarding fossils already in the bone storage collections;
- Interacts as needed with public visitors while in the Bonebed, especially in summer;
- Works with Director of Research, Conservator, and Preparator to develop operating budget for Bonebed;
- May collaborate on exhibit planning and education outreach as well as field work as needed at and away from The Mammoth Site;
- Other duties as assigned.

**Minimum Job Requirements:**

- Bachelor's degree in paleontology, geology, earth sciences, biological sciences, physical anthropology, or related field;
- At least 3 employed years of experience directly related to the duties and responsibilities specified;
- Completed degree(s) from an accredited institution that is above the minimum education requirement may (at the discretion of the Director of Research) be substituted for experience on a year for year basis.

**Knowledge, Skills, and Abilities Required:**

- Knowledge of general paleontological excavation techniques;
- Knowledge of general techniques used in preparation of vertebrate fossils;
- Strong interpersonal and communication skills and the ability to work effectively with wide range of constituencies in a diverse community of staff and public visitors;
- Ability to supervise and train temporary staff, volunteers, and student interns to include organizing, prioritizing, and scheduling work assignments;
- Ability to gather data, compile information, and prepare reports using computer software;
- Ability to foster a cooperative work environment;

- Ability to develop, plan, and implement short-and long-range goals;
- Ability to work as a team member and take direction from other staff and supervisors in regards to duties outside of job description;
- Ability to work alone and be self-motivating towards job duties;
- Experience at conducting field paleontological excavations;

**Preferred Qualifications:**

- Bachelor's degree in vertebrate paleontology;
- Working knowledge in or use of Microsoft Office programs, Access, NPS Museum Handbook;
- Database management skills, to include seeking and learning new database systems;
- General knowledge of surveying/mapping equipment.

**Working Conditions and Physical Effort:**

- Work may be performed in the Bonebed sinkhole most often but can include an office environment, basement environment, museum exhibit environment or field environment;
- No or very limited exposure to physical risk related to job duties;
- Moderate physical activity; required handling of average-weight objects up to approximately 35 lbs. and/or standing and/or walking on average of four hours per day. 11/18/2021

<sup>1</sup> The job description is not designed to cover or contain all activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time.

**Benefits:**

- Health Insurance (2/3 paid by The Mammoth Site)
- Life Insurance (paid by The Mammoth Site)
- Aflac (Supplemental Life, Disability, Dental, Cancer, etc.)
- Sick Leave
- Annual Leave
- Paid Holidays
- Retirement match when an employee becomes eligible
- Great work environment

Questions about the posted position? Contact Dr. Jim I. Mead, Director of Research, at [jmead@mammothsite.org](mailto:jmead@mammothsite.org).