

Job: Fossil conservator and preparator

Job Title: Conservator: full-time, \$ 32,000 – 38,000, hourly, benefits

Supervisor: Curator

Duties and Responsibilities

- Responsible for carrying out conservation and preparation of predominantly fossils curated at The Mammoth Site.
- Responsible for plan for excavation and restoration of fossils and sediments in Bonebed Hall (in-situ bones) and Prep Lab.
- Responsible for working with Collections Manager regarding the management of paleontological and geological remains in Bonebed Hall.
- Responsible for working with Collections Manager regarding stabilization/conservation of fossils already in collections.
- Evaluates archival qualities of fossils and supporting sediments in Bonebed Hall.
- Develops reports regarding the Preparation Lab and Bonebed Hall for supervisor, Business Manager, and Board of Directors.
- Responsible for conservation assessments of in-coming and out-going loans.
- Develops operating budget for Preparation Lab and Bonebed Hall.
- Collaborate on exhibit planning and education outreach as needed at and away from The Mammoth Site.
- May collaborate on contract and/or contract proposal development regarding Prep Lab or Bonebed Hall.
- Responsible to work with other museum staff to establish object conservation priorities.
- May train and supervise temporary staff, volunteers (including Ice Age Explorers), and student interns performing related work in collections.
- Performs other duties as assigned by supervisor.

Minimum Job Requirements

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

Knowledge, Skills, and Abilities Required

- Knowledge of general conservation and preservation techniques and/or procedures for fossils and other museum collections.
- Knowledge of biological, paleontological, and archaeological preservation and archival techniques.
- Strong interpersonal and communication skills and the ability to work effectively with a 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.
- Knowledge of basic budgeting, cost estimating, and fiscal management principles and procedures.
- Ability to develop, plan, and implement short- and long-range goals.
- Ability to create, compose, and edit written materials.
- Have a thorough knowledge of museum policies, practices, procedures, and ethics.
- Ability to work alone and be self-motivating towards job duties.
- 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 have a varied work schedule on occasion as requested.
- Experience in making paleontological field jackets and archival bedding jackets.
- Ability to develop/experiment with new techniques about conservation and preservation as they apply to The Mammoth Site.

Preferred Qualifications

- Master's degree in paleontology, geology/earth sciences, museum studies, or biological sciences.
- Professional publications as related to the sciences, social sciences, or museum studies.
- Working knowledge in or use of Microsoft Office programs, ArcGIS, Access, NPS Museum Handbook, NPS Integrated Resource Management Applications.
- Database management skills, to include seeking and learning new database systems.
- Working knowledge of surveying/mapping equipment.

Working Conditions and Physical Effort

- Work may be performed in the Bonebed Hall 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. Requires handling of average-weight objects up to 25 lbs and/or standing and/or walking on average of four hours per day.