This temporary position is intended for recent/soon-to-be graduates with a background in paleontological lab work and management. We are searching for an organized and detail-oriented individual who can help maintain and grow our fossil collections, most of which are from the Hell Creek Formation. The position will be for a period up to 14 weeks during the 2020 summer season with a start date depending on the schedule of the successful applicant. The Carter County Museum is responsible for meeting federal standards of making specimens organized and readily available to researchers. The selected candidate will spend time preparing specimens and will oversee volunteers to prepare old and recently acquired fossil specimens from the field. The chosen candidate will be a strong leader and is expected to help with the preparation for the CCM’s annual Dino Shindig.

Main Duties
- Fossil preparation of new and old specimens, particularly the “Pinto” Plesiosaur
- Organization and upkeep of existing collections
- Guiding/teaching a team of undergraduate and community volunteers as they learn proper preparation techniques
- Assisting the curator and museum associates with exhibit development and maintenance

Additional Duties
- Field duties as assigned, including but not limited to prospecting, fossil excavation
- Community engagement
- Answering visitor questions

Qualifications
- Preferably candidates are a graduate student or an undergraduate student with/pursuing a degree in earth science/geology/paleobiology, museum conservation, or a related field.
- Proficiency in computer skills for cataloguing purposes
- Strong organizational skills
- Self-motivation, outgoing personality, and enthusiasm for team-driven projects

Compensation
Seasonal positions will be paid $13.00 per hour at 40 hour weeks for up to 14 weeks. Accepted applicants will be provided lodging. College credits may be awarded if an agreement is reached between the CCM and the applicant’s university.

Application Requirements
Resume, one-page statement of interest, one-page personal statement, cover letter

Point of Contact
Sabre Moore
Executive Director
smoore@cartercountymuseum.org
About Us
The Carter County Museum is a 501(c)3 nonprofit organization located centrally on the Main Street of Ekalaka, Montana, a ranching community with a population of 331. Founded in 1936 by amateur archeologists and paleontologists of the Carter County Geological Society, the museum’s original mission was related to the collection and study of dinosaur fossils found on local ranches. The museum has the proud distinction of being Montana’s first county museum as well as the state’s first dinosaur museum and contains items from 90 million years of history in the region of southeastern Montana.

The CCM is one of fourteen museums on the Montana Dinosaur Trail, a passport-style tour of Montana’s dinosaur-bearing institutions, a member of the Kumamoto Montana Natural Science Museums Association, Museum Association of Montana, Mountain Plains Museum Association and the Society of Vertebrate Paleontology. We are a sister museum to the Museum of the Rockies in Bozeman Montana, and a non-federal repository for Bureau of Land Management (BLM) fossils.

Since 2010, the museum has undergone a revitalization effort, which increased attendance from 1,000 to 5,844 visitors in 2019 and outreach to 9,861 in 2019. In 2017, the Dino Shindig served an audience of approximately 900 people and raised over $10,000. We are engaged in a number of collaborative partnerships, collections stewardship projects, educational programming and outreach. Our success is due to extensive donor, staff, volunteer and community support.

Our Mission
The Carter County Museum is dedicated to inspiring, educating and enriching the life of the public by deepening the understanding and appreciation of history, art and science through the collection, research, preservation and exhibition of fossils, archaeological and cultural material, and the acquisition of a reference library with a focus on southeastern Montana and the surrounding region.

Our Vision
The Carter County Museum envisions an engaged community that works in concert with the museum to promote the incredible fossil, archaeological and cultural resources of the area, their stewardship, and increased knowledge through scientific inquiry and research.