



## Curator/Paleo Lab Manager Carter County Museum



This part-time, permanent position is for an enthusiastic, motivated individual responsible for the management of museum collections, including exhibition programming and development, research, fossil field and lab programs, curation of BLM material and permitting, and educational resource design. 24 hours/week.

### Main Duties

- Oversee and manage collections
- Responsible for cataloging, care and use of artifact collections, including fossil preparation of new and old specimens
- Develop temporary and permanent exhibits and exhibit related publications
- Identify significant artifacts for public exhibition and or research
- Write and review grant proposals, journal articles and publicity materials
- Design and organize workshops and educational sessions for the public
- Responsible for writing applications pertaining to dig sites including BLM and Forest Service permits and reporting.
- Ensure the Carter County Museum meets federal standards of making specimens organized and readily available to visiting researchers.
- Development and management of CCM field program, its volunteers, interns and staff
- Assist Museum Director in the development of collaborative partnerships and programs through educational and research projects, the sister museum relationship between the CCM and the Museum of the Rockies, as well as membership roles in the Montana Dinosaur Trail and Kumamoto Montana Natural Science Museum Association.
- Co-planning (with Museum Director) and implementation of Annual Dino Shindig (July 23-24, 2022). Establish sites for and lead the Fossil Field Expedition.
- Co-Facilitation (with Museum Educator) of the Montana Learning Center's Camp Clades & Spades (August 14-19, 2022)

### Additional Duties

- Act as museum tour guide as needed
- Community engagement
- Annual review of Carter County Museum Collections Management Policy and Paleontology Lab Manual
- Additional duties as assigned

### Qualifications

- BA Degree or greater level of education, preferably in Earth Science, Paleontology or related field
- Be acquainted with the Carter County Area and its history
- Knowledge of current archival best practices and methods
- Knowledge of PastPerfect, Excel, and Word software as well as PC operating systems
- Strong verbal communication skills
- M.S. or PhD. In Earth Sciences or related field preferred.

### Compensation

Part time permanent positions with Carter County start at \$15/hour for a probationary period of up to 6 months. Then the salary may be subject to increase.

*Note: This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change. Carter County is an equal opportunity employer.*