

JOB DESCRIPTION

HIGH DESERT MUSEUM

POSITION

JOB TITLE:	Donald M. Kerr. Curator of Natural History	REPORTS TO:	Sr. Curator of Exhibitions and Collections
DEPARTMENT:	Exhibitions and Collections	SUPERVISES:	Associated Interns and Volunteers
CLASSIFICATION:	Salaried, regular full-time exempt	SALARY RANGE:	\$65,000+ DOE

JOB SUMMARY

The Curator of Natural History is responsible for providing all aspects of research, exhibition and program development about the natural history and the relationship between people and the natural and cultural resources of the High Desert. The Curator of Natural History will have the intellectual vision and practical skills necessary to create thought-provoking exhibitions and inspiring community programs.

ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

5%	Leadership <ul style="list-style-type: none">• <i>In collaboration with Museum management and curatorial team, creates and executes a short-term and long-term vision for natural history exhibitions and programs at the Museum and in the community.</i>• <i>Develops and maintains partnerships with organizations, institutions and tribes throughout the community, region and beyond to further enhance the Museum's role as a resource for wildlife, natural history and conservation information.</i>• <i>Represents the Museum at professional meetings, forums and/or workshops.</i>• <i>In coordination with the Communications Team, represents the Museum as needed in a variety of mediums, including social media, print, photography and video, in materials produced by both the Museum and by journalists sharing the story of the Museum's work.</i>• <i>Develops and manages the department budget.</i>• <i>Collaborates with Museum staff on the Association of Zoos and Aquariums accreditation process.</i>
40%	Exhibits <ul style="list-style-type: none">• <i>Plans and executes temporary and permanent exhibitions about natural history and the relationship between people and the natural and cultural resources of the High Desert by identifying specimens and objects for loan; researching content; writing exhibit labels, panels and essays for collateral publications; and collaborating with the team on exhibition design and installation.</i>• <i>Adheres to exhibition deadlines and budgets for temporary and permanent exhibits.</i>• <i>Works with exhibits team as needed during de/installation.</i>• <i>Works with Communications and Development to produce content, approve sponsors, interact with external media and organizations</i>
35%	Public Programs <ul style="list-style-type: none">• <i>Collaborates with Curators, internal departments and external partner organizations to continue current programs and develop new public programs for people of all ages in connection with the Museum's permanent and changing exhibitions, permanent collections and strategic plan.</i>• <i>Plans and leads lectures, field trips, tours and interpretive programs with an emphasis on local and regional natural history to diverse audiences.</i>• <i>Collaborates with the Curator of Education and Engagement on the development and implementation of programs for students and teachers in grades PreK through 16.</i>

10%	Interpretation <ul style="list-style-type: none"> • <i>Recruits, trains, mentors and supervises paid interns and volunteers.</i> • <i>Collaborates with other Curators to provide direction and support to the Museum's interpretation program, including refining interpretive goals and developing a variety of interpretive techniques and approaches to engage and inform visitors.</i> • <i>Ensures interpretation embodies the Museum's mission and strategic plan and welcomes all audiences by honoring their many cultures, abilities, backgrounds and lived experiences.</i> • <i>Lead/provide interpretive programs</i>
10%	Additional Duties <ul style="list-style-type: none"> • <i>Contribute to and support the Museum's accreditation process</i> • <i>Assist with museum-wide events, such as Free Days, fundraising gala, etc.</i> • <i>Other duties as assigned</i>

QUALIFICATIONS

EDUCATION/ CERTIFICATIONS	<ul style="list-style-type: none"> • Master's degree in zoology, biology, ecology or related field required; or combination of education and work experience (bachelor's degree, supplemented with 2 years curatorial experience).
EXPERIENCE	<ul style="list-style-type: none"> • Public speaking experience. • Experience working with museum collections. • Thorough knowledge of natural history with specific expertise in the High Desert and Intermountain West regions. • Curatorial experience of creating compelling exhibitions and public programs.
SKILLS/ ABILITIES	<ul style="list-style-type: none"> • Detailed-oriented while handling multiple projects and deadlines. • Ability to work as part of a team, establishing and maintaining effective working relationships with fellow employees, volunteers and the general public. • Ability to communicate and work collaboratively with a diverse range of groups and institutions, including federal agencies, museums, nonprofits and tribal nations. • Ability to exhibit objectivity and openness to others' views; give and welcome feedback; contribute to building a positive team spirit; ability to build morale and group commitments to goals and objectives and supports everyone's efforts to succeed. • Ability to facilitate group tours/field trips. • Ability to execute other duties as assigned as needed to help abide by the Museum's values, drive our vision, and fulfill our mission.
PHYSICAL ELEMENTS	<ul style="list-style-type: none"> • Prolonged periods of sitting at a desk and working on a computer. • Must be able to lift up to 15 pounds at times. • Ability to work flexible hours and days.
EQUIPMENT USE	<ul style="list-style-type: none"> • Frequent computer and phone use. • Use of Museum vehicles and ability to obtain a valid Oregon driver's license.

ACKNOWLEDGMENT

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Name

Signature

Date

An Equal Opportunity Employer

We do not discriminate based on race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.