



## MUSEUMS OF WESTERN COLORADO

### Job Description Paleontology BLM Collections Assistant

**Division/Department:** Paleontology

**Reporting Relationship:** Curator of Paleontology

**Exemption Status:** Non-Exempt

**Employment Type:** Temporary Part-Time (20 hours per week / not to exceed 700 hours)

**Salary:** \$13.65/hour

**Summary of Duties and Responsibilities:** This position will assist the department curator and collections manager and be mentored as a future museum professional in the inventory, preservation, digitization, and database entry of BLM specimens. Specifically, this position will continue collections inventory, ensure proper housing of fossils, photograph BLM specimens and upload photographs into the collections database, updating all appropriate specimen records for use in collections care, research, exhibition, and education. This position will also assist the curator in the renovation of the Cretaceous Gallery to highlight fossils from BLM lands in western Colorado and eastern Utah.

#### Examples of Duties:

- Work with the curator to manage and care for the BLM paleontological collections housed at Dinosaur Journey:
  - to conduct a comprehensive specimen inventory.
  - to ensure the collections database records are accurate and updated with all current information.
  - to ensure best practices in specimen conservation and long-term care.
  - to ensure the security of specimens and collections areas.
  - Use a DSLR camera to photograph specimens in the collections (training will be provided) and upload images into the collections database.
- Assist the curator with the renovation and installation of exhibits in the Cretaceous Gallery (may include painting, moving heavy objects, etc.).

**Education and Specialized Skills Required:** The collections assistant should have a working knowledge of paleontology and geology (college coursework is preferred). They must be able to lift up to 50 lbs, have basic computer skills (experience with relational databases is preferred), and be able to take direction and work independently.

#### Example Work Schedules:

- M-F 1:00-5:00 PM (20 hours)
- Mon., Wed., & Friday 10:00-5:00 PM, unpaid 30 min. lunch break (19.5 hours)
- Mon. & Wed. 10:00-5:00 PM, unpaid 30 min. lunch break, Tues & Thurs. 1:00-4:00 PM (19 hours)

#### How to apply:

Send a cover letter, resume or CV, and the names, email addresses and phone numbers for two references via email to: Julia McHugh ([jmchugh@mowc.co](mailto:jmchugh@mowc.co)) and Matti Fisher

([mfisher@mowc.co](mailto:mfisher@mowc.co)). Documents should be in .pdf (preferred), .docx, or .jpg format. Hard copies will not be accepted.

**Deadline for applications is February 20, 2023.**

For more information regarding this position, contact:  
Julia McHugh - Email: [jmchugh@mowc.co](mailto:jmchugh@mowc.co)