



The Museums of Western Colorado, Dinosaur Journey is hiring a **Paleontology Collections & Lab Manager**.

Job Title: Paleontology Collections & Lab Manager

Division/Department: Paleontology / Dinosaur Journey

Supervisor: Curator of Paleontology

Position Status: Full-Time, Permanent, Non-Exempt

Positions Supervised: Volunteers & Collections Assistants

Salary: \$22.00 per hour + full benefits (including health/dental/vision insurance, retirement match, PTO, life insurance, long/short term disability)

Position Overview:

The Paleontology Collections and Lab Manager (PCLM) is a newly created position that is responsible for the care and conservation of paleontology and geology collections at the Museums of Western Colorado (MWC). This includes the technical work in restoring, collecting, cataloging, and conserving fossils according to industry standards. The PCLM provides logistical, scientific, and interpretive support for field work activities, oversees museum paleontological and geological collections, prep lab operations, and maintains accurate field and collections records. The PCLM will also assist in interpreting collections for museum outreach, including educational programming, events, and exhibits. The PCLM is responsible for ensuring the care and security of collections, as well as proper safety standards in the lab and field.

Core Duties:

Collections Management (40%)

- Responsible for cataloging and archival care of the paleontological and geological collections, as well as maintaining accurate data entry in the collections database.
- Responsible for incoming/outgoing loans, gifts, transfers, and associated records.
- Maintains archival and conservative supplies and equipment.
- Manages visiting researchers and collections access.
- Responsible for collections security and access.
- Coordinates with staff on collections and lab security and maintenance needs.

Lab Management (25%)

- Responsible for training and supervision of volunteer preparators.
- Directs and prioritizes fossil preparation projects.
- Ensures best safety practices.

- Maintains lab equipment and supplies.
- Prepares, molds, casts, and preserves paleontological and geological collections.

Fieldwork (20%)

- Working with the curator, leads and coordinates museum paleontology field work, and helps train seasonal staff and volunteer field crew.
- When the curator is not present, the PCLM assumes the lead in field work operations.
- Responsible for ensuring daily supplies, food, and gear are stocked and ready for use for all field work.
- Assists in training public participants as citizen scientists to record data relevant at each site, including GPS data, quarry mapping, and fossil identifications.
- Ensures accurate and appropriate documentation during field collection, including notes, site and quarry maps, specimen inventories, etc.

Exhibits and Outreach (10%)

- Assists the curator in the development and installation of exhibits.
- Presents guest lectures and guided tours on topics in paleontology to interested groups.
- Responsible for working with education and events staff and outside agencies on special events, education and outreach programs, and tours.

Scientific Research (5%)

- Develops and executes independent and collaborative research projects.
- Responsible for publishing original research in peer-reviewed journals.

Administration (as needed)

- Assists on grants and fundraising activities for collections and lab projects.

About the Museum:

The Museums of Western Colorado (MWC) is the largest multi-disciplinary museum between Salt Lake City and Denver. It includes three major museum facilities: Cross Orchards Historic Site, Dinosaur Journey Museum, and the Museum of the West; and four outdoor paleontology sites. Annually, over 100,000 people visit museum facilities and participate in our programs. The MWC is one of the most significant cultural institutions on the Western Slope and one of the most popular tourist destinations in Mesa County. Our mission is to inspire and connect our community by championing the scientific and cultural heritage of the Colorado Plateau.

About the Museum & the Dig Program:

<https://www.museumofwesternco.com/visit/dinosaur-journey/>

<http://www.dinodigs.org>

About the Area:

This position is based out of the Dinosaur Journey Museum in Fruita, CO, located 10 miles west of Grand Junction on Interstate 70. The cities of Fruita, Palisade and Grand Junction combined are a hotspot of outdoor recreation in the high desert of western Colorado, with easy access to Colorado National Monument, the Book Cliffs, and Colorado River. This is a vibrant community that combines small town living with numerous community festivals, a growing art scene, farm to table cuisine, and more. Visit <http://GoFruita.com> to learn more.

Education and Skills Required:

- A bachelor's degree in geosciences, museum studies, or a related field with a heavy emphasis on paleontology, *a master's degree is preferred.*
- At least 2 years of collections or lab experience in a natural history setting.
- Good organizational skills, attention to detail, and record keeping.
- A valid driver's license. (The successful applicant must complete a mandatory museum-provided passenger van operation course.)
- Excellent interpersonal skills and the ability to communicate science to a broad age range and education level of public visitors.
- Must be able to lift up to 40 lbs. and work outdoors in excessive heat and uneven terrain.
- Familiarity with Colorado Plateau geology and paleontology is helpful, but not required.
- Must pass pre-employment criminal check and driving background check.

How to Apply:

Send a cover letter, resume or CV, and the names, email addresses and phone numbers for three references via email to: Dr. Julia B. McHugh (jmchugh@mowc.co). Documents should be in .pdf file format. Hard copies will not be accepted.

Deadline for applications is February 20, 2024.

For more information regarding this position, contact:

Dr. Julia B. McHugh | Email: jmchugh@mowc.co

Equal Opportunity Employer

All qualified applicants will receive consideration for an internship, fellowship, or research assistantship without regard to race, color, sex, age, national origin, religion, disability, veteran status, sexual orientation, marital status, citizenship, or any other protected status. MWC offers equal opportunity and treatment to all who apply and is committed to diversity.