

Job Details

Biology Collections Manager

Description

Imagine yourself here. Be a part of something great at the **Science Museum of Minnesota**. We exist to turn on the science and inspire learning, inform policy and improve lives. We envision a world in which all people have the power to use science to make lives better. We value science as an essential literacy and strive for inclusion inside and out so that our museum and our people reflect and respond to the diverse needs and cultures of our community.

Join our Biology Department team as the **Biology Collections Manager** and help us steward and make accessible a collection of ~180,000 plant, insect, mollusk, mammal, bird, reptile, amphibian, and fish specimens. The Biology Collections Manager leads the care and preparation of specimens by engaging in activities that include monitoring and remediating specimen condition, preparing study skins and skeletons (sometimes with a live audience!), maintaining the department's dermestid beetle colony, managing and ordering supplies for the Biology Lab, and labeling and storing specimens. They also contribute to stewardship of the Biology Collection's data by completing and archiving collections paperwork, executing all steps of inventorying, cataloging, and digitizing specimens, cleaning and sharing digitized data with aggregators, and conducting archival research to reunite specimens with their data. The Biology Collections Manager collaborates with the Biology Curator to supervise volunteers and interns, reorganize the collection, develop workflows, and manage projects. They will share their love of collections and the natural world with others. This position will be highly collaborative across the Center for Research and Collections will work independently most of the time.

****Please include both a cover letter and resume in your application submission*

Job Responsibilities:

- The Biology Collections Manager oversees the Biology Collections. This position cares for the collection and promotes the Biology program through public outreach and professional networks.
- Manage the Biology collection in partnership with the Director of Collections Stewardship and Chair of biology by collecting, identifying, processing, organizing, cataloguing and storing objects.

- Promote and supervise the use of collections objects and specimens.
- Supervise collection volunteers and interns.
- Assist visiting scientists with use of the collection and technical literature
- Assist in the digitization of collections according to industry standards.
- Maintain currency in Biological research, digitization and collections practices
- Participate in the preparation of grants and publications by gathering information, writing, and sharing expertise with peers.
- Collaborate across the museum and with external stakeholders, including but not limited to:
 - Participate in public outreach activities
 - Collaborate in exhibit and program development with SMM staff
 - Develop collaborative relationships with researchers and other museum professionals.
 - Promote Biology projects and collections to a wide audience including the public, potential donors, scholars and educators
- Assist the Chair of Biology with specific collections management and curation projects as requested.
- Performs other related duties as assigned.

Minimum Qualifications

- **Education:** Relevant Master's Degree or equivalent experience with a specialization in biology or related field.
- **Experience:** Experience with specimen identification and classification; preparation and conservation of specimens for study; current digitization practices, and biological research. Experience working with electronic collections record management.
- **Work Environment:** Ability to work in both lab and fieldwork settings. Occasional domestic and international travel may be required. Most if not all work will be executed at SMM's downtown Saint Paul building.

Schedule: 9:00am - 5:00pm Monday through Friday (with some exceptions), with some evening and weekend work required.

Start Date: January 2025

Starting Compensation: \$61,456 - \$69,652/year (dependent on qualifications; Compensation Grade 10)

The job duties and responsibilities listed describe the general nature and level of work assigned to this position and are not an exhaustive list. For some positions, detailed procedures may be outlined in supplemental documents.

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It is the museum's policy and practice to hire and promote qualified job seekers from a variety of backgrounds and experiences. We offer benefit packages to full-time and part-time employees.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)