

Position Title Museum Specialist

Department Mammalogy - 016

Position Summary

The American Museum of Natural History is one of the world's preeminent scientific and cultural institutions, and has as its mission to discover, interpret and disseminate information about human cultures, the natural world and the universe through a wide-ranging program of scientific research, education and exhibition.

The Mammalogy department is seeking a full-time Museum Specialist. The Museum Specialist will assist in the care, maintenance and usage of nearly 300,000 mammal specimens in the Museum collections in the department of Mammalogy. They will help ensure the collections are accessible to AMNH staff, visiting researchers, students and other interested parties.

Job duties include:

Care and maintenance of Mammalogy collections, including:

Specimen/objects preparation, identification, housing, labeling, organizing and shelving, including major collections moves.

Collections cataloging, including accessions/deaccessions, digitization and database management.

Environmental monitoring of storage facilities and laboratories and pest management.

Monitoring preservation/condition of objects and the integrity of storage systems.

Chemical safety, inventory control, lab maintenance, equipment and supplies.

Processing incoming and outgoing loans, including:

Specimen/objects retrieval and housing.

Packing/unpacking and shipping and condition reporting.

Invoicing, movement tracking, correspondence and records management.

Wildlife import/export declarations and permitting (if applicable).

Assisting staff, students, interns, volunteers and external visitors to the collections, including:

Processing information requests and managing the curatorial approval process.

Coordinating visits with relevant parties and security registration.

Supervising and assisting visitors at both onsite and offsite collection storage locations.

Other tasks as assigned, which may include but are not limited to:

Participating in data collection for annual collection reports and other documents as needed.

Working collaboratively with Science Conservation, Registrars, Dean of Collections, Exhibitions and other areas of the Museum on collections-related initiatives and special projects.

Participating in collections-related fieldwork, workshops, conferences and trainings.

The expected salary for the Museum Specialist is \$59,945.92/annual. This position is overtime-eligible and the AMNH offers an extensive benefits package designed to meet the needs of our dedicated and diverse community.

Pay will be determined based on several factors. The hiring range for the position at commencement is based on the type of work and the scope of responsibilities. The salary and placement offered is based on a number of individualized factors, including, but not limited to, skills, knowledge, training, education, credentials, areas of specialization and depth and scope of experience.

Minimum Qualifications

Bachelor's degree in biology or another related field.

Proficiency in Microsoft Office.

Ability to perform tasks requiring high manual dexterity.

Good organizational skills and attention to detail.

Preferred Qualifications

Experience working in museum collections.

Experience working with databases.

Knowledge of mammalian morphology and taxonomy.

Ability to coordinate with international specimen shipments including IATA, USFW, and CDC compliance.

Physical Demands

Must be able to remain in a stationary position (sitting or standing) for prolonged periods.

Must be able to occasionally lift up to 50 pounds.

Must be able to move about the Museum campus.

Positioning/change of positioning: Must be able to frequently position oneself/body to accomplish job duties.

Balancing: Maintaining body equilibrium to prevent falling.

Climbing: Ascending or descending physical structures.

Exerting up to 50 pounds of force occasionally and up to 20 pounds of force frequently. May include any of the following:

Pushing: Using upper extremities to press against something with steady force to thrust forward, downward or outward.

Pulling: Using upper extremities to exert force in order to drag, haul or tug objects in a sustained motion.

Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.

Category Full-Time

Total Number of Scheduled Hours Per Pay Period 70

Union Status Union

FLSA Non-Exempt

Expected Salary Minimum \$59,945.92/annual

Expected Salary Maximum \$59,945.92/annual

EEO Statement

The American Museum of Natural History is an Equal Opportunity/Affirmative Action Employer. The Museum does not discriminate with respect to employment, or admission or access to Museum facilities, programs or activities on the basis of race, creed, color, religion, age, disability, marital status, partnership status, gender (including sexual harassment), sex, sexual orientation, gender identity, gender expression, genetic information, pregnancy and lactation accommodations, alienage or citizenship status, current or former participation in the uniformed services, status as a veteran, caregiver, pre-employment marijuana testing, sexual and reproductive health decisions, salary history, national or ethnic origin, height, weight, or on account of any other basis prohibited by applicable City, State, or Federal law. Additional protections are afforded in employment based on arrest or conviction record, status as a victim of domestic violence, stalking and sex offenses, unemployment status, and credit history, in each case to the extent provided by law.

Quick Link <https://careers.amnh.org/postings/4707>

Posting Detail Information

Posting Number GS976P

Open Date 02/10/2026

Close Date

Open Until Filled Yes

Special Instructions to Applicants

Supplemental Questions

Required fields are indicated with an asterisk (*).

* Do you have a bachelor's degree in biology or another related field?

Yes

No

Documents Needed To Apply

Required Documents

Resume

Cover Letter