



**Collections Manager of Birds**  
**Salary \$46,000**

Reports to: Assistant Curator of Birds  
FLSA Status: Exempt

The Delaware Museum of Nature and Science completed an exciting metamorphosis in 2022 featuring all-new exhibits and refreshed public spaces. Service is in our DNA: we're focused on creating a great experience for our guests and team members, with a friendly, cohesive, collegial environment. Bring your brain and creativity to join our team.

**Summary:**

- Under the direction of the Assistant Curator of Birds, the Collections Manager is responsible for caring for, and providing access to, the bird and mammal collections.

**Essential Functions:**

- Maintain and conserve vertebrate collections including taxidermy mounts, study skins, skeletons, specimens in alcohol, the egg and nest collection, and other preparations
- Prepare, catalogue, label, database, and shelve new specimen acquisitions
- Respond to external and internal inquiries regarding the collections by conducting database searches, photocopying records, measuring specimens or taking pictures of holdings
- Work with Curator to maintain and improve the collections databases
- Process incoming and outgoing loaned or exchanged material including handling loan forms and permits
- Facilitate access to and oversight of the collections for external collaborators
- Assist with the selection, training, task assignment, supervision, and evaluation of departmental volunteers and interns
- Maintain records (e.g. correspondence and reports) for all collection management activities and assist with preparation of reports
- Monitor and track collections conditions including temperature, humidity and pests in support of integrated pest management (IPM) as directed by Curator
- Work with Curator to evaluate the best use of donated and exchanged material

**Secondary Functions:**

- Work with Curator to execute specimen conservation and preservation policies and priorities
- Prepare purchase orders for departmental supplies and materials and assist with budget preparation and monitoring
- Assist Curator in responding to general inquiries about the collections, and about other natural history topics, especially related to birds and other vertebrates
- Assist museum visitors in using the collections and library
- Assist Curator in providing tours of the collections and during special events

- Attend professional meetings appropriate for Ornithology or Collections Management
- Assist Curator with teaching classes and/or preparing lectures about birds, natural history or collections management
- Be conversant in the museum's mission, exhibits, programs and events to enhance the visitor experience

**Minimum Qualifications:**

- BA/BS in Biology or other scientific discipline required (museum studies will be considered)
- 1-2 years of experience working in museum collections
- Ability to prepare bird and vertebrate study skins, skeletons and other specimens
- Familiarity with natural history as well as bird and mammal identification
- Experience with computer operation, relational databases, excel spreadsheets, and imaging software
- Ability to work with ethanol (ethyl alcohol), formalin, and other chemicals used in collections, as well as other natural history objects (e.g., feathers, fur, bones) and dermestid beetles
- Ability to lift 50 lbs. and to stoop and climb ladders to access collections storage areas
- Demonstrated ability to train and supervise employees and volunteer/interns

**Preferred Qualifications:**

- MA/MS or other relevant graduate level degree
- Interest in current advances in digitization protocols for natural history collections
- Knowledge of geography and avian taxonomy
- Knowledge of OSHA standards and Hazard Communication programs

**Schedule:**

- This is a full-time position defined by the museum as 37.5 hours per week.
- This position is not eligible for hybrid-work.
- Occasional schedule flexibility may be required to accommodate museum-wide activities such as fundraisers and special events.

**Other Functions:**

- This job description is not designed to cover all functions, duties, activities or responsibilities that are required. Functions, duties, activities, and responsibilities are subject to change based on museum and division needs.

**Career Advancement**

- Promotion to Senior Collections Manager is possible once staff has acquired the necessary broad spectrum of experiences that will enable them to take on additional leadership responsibilities at the museum and in the collections community.

**Benefits**

- Competitive benefit package that currently includes 95% of base plan medical insurance premium paid by the Museum (team member only) and 100% Museum paid premium for Life/ADD, Short-term and Long-term disability
- Generous paid time off that includes holidays, vacation and personal days

**Qualified candidates are invited to email a cover letter and their resume to [slogue@delmns.org](mailto:slogue@delmns.org), fax to the attention of Sean Logue at 302-658-2610, or submit to Delaware Museum of Nature & Science, ATTN: Human Resources, P.O. Box 3937, Wilmington, Delaware 19807.**

*The Delaware Museum of Nature & Science is an equal opportunity employer. We are committed to inclusivity and encourage all qualified candidates to apply.*