

BUFFALO SOCIETY OF NATURAL SCIENCES POSITION DESCRIPTION
Collections Assistant - Zoology

Inspiring curiosity through exploration
Valuing Nature's Wisdom

Department: Collections

Position Title: Collections Assistant - Zoology

Primary Reporting Responsibility: Collections Manager - Zoology

Status: Temporary/2-year grant-funded – Full Time/Non-exempt

Overview: At the Buffalo Society of Natural Sciences, we believe that science creates opportunities and shapes our world. We take pride in providing an environment that inspires curiosity, self-directed learning, and fun for our guests of all ages. We know that when you mix GREAT SERVICE with GREAT PEOPLE, the result is LASTING MEMORIES for our guests.

Summary of Position: Seeking an organized and energetic individual to assume the responsibilities of Project Manager for our IMLS Museums for America grant-funded project, *Mussel Memory: Remembering Buffalo's Conchological Legacy through the Digitization of the Unionoida at the Buffalo Museum of Science*. The Collections Assistant will be responsible for the overall project management and oversight. With guidance from the Principle Investigator, the Collections Assistant will train and monitor all project interns and volunteers. This position will monitor data quality and provide research assistance when searching for missing data.

Priority Projects: With the onset of the COVID-19 pandemic, all staff of the Buffalo Society of Natural Sciences will be required to perform duties and tasks that support the operation of the entire Society and may fall outside those tasks primarily associated with this function. To that end, staff may be required to take on additional roles including, but not limited to, guest services, capacity monitoring, cleaning and sanitation. These tasks will be assigned by your supervisor and take priority over other duties as outlined in this job description.

Essential Functions:

- Manage and maintain PastPerfect data-entry as it pertains to the project
- Photo document BMS collection items as assigned
- Work together with the Principle Investigator to implement online access to the Museum's Conchological catalog
- Utilizing approved museum standards, work closely with the Principle Investigator to ensure the proper and consistent entry of data and to develop internal standards for data entry and reporting
- Work closely with the IT Department to ensure the overall integrity, functionality and security of the data stored within
- Train Interns and Volunteers to ensure the proper and consistent entry of data
- In conjunction with IT, coordinate maintenance of files and consistent data backup
- Data entry as required
- Perform general administrative duties as required
- Complete special projects and basic research as assigned

Education, Experience, Skills and, Qualities Required:

- Minimum of Bachelors degree in museum studies or related field. Advanced coursework in biology or natural sciences advantageous.
- Demonstrated experience with database software, specifically PastPerfect, preferred.
- Demonstrated interest in natural history collections, specifically invertebrate zoology specimens, is preferred.
- Proficiency in Microsoft Office.
- Experience in object photography required
- Good people skills – speaking, listening, writing, friendly disposition
- Strong organizational and creative problem-solving skills
- Self-motivator, ability to work independently

Physical Demands:

- Able to move moderately heavy items
- Excellent hand/eye coordination, sufficient manual dexterity to handle delicate and fragile specimens, exceptional attention to detail, and good organization skills are required
- Position requires sitting at a desk and utilizing a computer for prolonged periods of time. Vision abilities required by the job include close vision.

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time.

The Society's culture is one of collaboration, collegiality, and teamwork. The incumbent must have a desire to work in a mission-first and audience-centered culture; produce products and experiences of exceptionally high quality; enjoy work and colleagues; and embrace the Society's core values of integrity, knowledge, diversity, and engagement.

Please send cover letter, curriculum vitae, and names of three references via USPS or email to:

Paige R. Langle

Collections Manger - Zoology
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EOE.