



MUSEUM LIVE ANIMAL TECHNICIAN

FORT COLLINS MUSEUM OF DISCOVERY

Part time, 15-20 hours a week, \$14.00/hour

The Museum Live Animal Technician reports to the Director of Operations and Facilities and works closely with other staff and external partners in providing the best possible care for the live animal collections of FCMoD. The collection includes small mammals, reptiles, arthropods, fish, amphibians, and bees. Through a partnership with the US Fish & Wildlife Service, the museum is also home to two live black footed ferrets. A working MOU with the Fish & Wildlife Service governs the care and upkeep of the ferrets. The Live Animal Technician will be responsible for providing daily husbandry of the animals, including cleaning of animal housing, feeding, and monitoring the health of the animals. The primary focus of this position is the health of the animals, but the Live Animal Technician will also be responsible for acquiring the supplies needed for the care of the animals and overseeing a small team of Live Animal Assistants and numerous volunteers who will assist in the care and husbandry of the animals.

The top candidate will be expected to have experience working with animals and knowledge of basic animal husbandry needs, but will follow official protocols and work with our outside partners in making decisions on the health of the animals in the collection. The top candidate must be a “self-starter” with a strong customer service ethic, the ability to analyze situations and troubleshoot problems, and deliver appropriate solutions with a bearing of patience and level-headedness. Being a team player and communicating effectively with colleagues and staff members in other departments is critical to this position.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Responsible for care and feeding of museum’s live animal collection.
- Maintain and update as needed policies and procedures for the successful husbandry of the live animal collection.
- Liaison with US Fish and Wildlife representative to coordinate care and communication about black footed ferrets.
- Liaison with staff at Colorado State University for all husbandry questions and protocols.
- Oversee hourly staff, volunteers, and interns in the daily operations of live animal husbandry.
- Ensure that adequate resources are in place for daily care of live animals.
- Responsible for acquisition of necessary supplies for live animal husbandry.

- Coordinates with museum programming staff the use of live animals in public programming.
- Ensures proper training in handling of live animals used for public programming.

SUPERVISORY RESPONSIBILITIES

This position trains, schedules, and oversees the work of Live Animal Assistants and volunteers.

PHYSICAL DEMANDS

While performing the duties of this job, employee is regularly required to stand, walk, and sit; extended periods of walking and moderate physical activity required. Use hands to feel and manipulate tools and materials, and reach with hands and arms. Employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills and abilities required to perform the necessary functions of this position.

KNOWLEDGE, SKILLS & ABILITIES

- Ability to work in a fast-paced environment, able to analyze situations, responding quickly to deliver effective solutions.
- Ability to follow written and oral instructions.
- Ability to establish and maintain effective working relationships with co-workers.
- Ability to communicate effectively both orally and in writing.
- Ability to keep and maintain accurate records.
- Ability to comfortably interact and communicate with the public which includes ages ranging from toddlers to senior citizens and people with a wide variety of abilities.
- Knowledge of basic computer skills such as email, and Microsoft Word and Excel.

VALUES-BASED BEHAVIORS

- Listens attentively to others.
- Asks clarifying questions to gain a better understanding of the other person's views and assumptions.
- Works effectively in a team environment and actively participates in joint problem solving; willingly cooperates with co-workers.
- Identifies and takes advantage of opportunities for personal and professional development.
- Comes to meetings prepared and on time; honors work commitments; follows through on commitments; meets deadlines.
- Collaborates with other work groups and outside organizations as appropriate, in a proactive and responsive manner.
- Honors the private and confidential matters of co-workers.
- Protects the proprietary and confidential information of FCMoD.
- Follows rules, regulations, and policies.
- Positively contributes to problem solving and implementing changes.

EDUCATION & EXPERIENCE

High School diploma or GED and 1-2 years of proven experience and success working with and caring for a range of live animals or equivalent combination of education and experience. Prior experience working in a museum environment a plus.

LANGUAGE SKILLS

Ability to read, analyze and interpret instructions, timelines, and standard business documents. Ability to write reports, business correspondence and procedural guides. Ability to effectively present information and respond to questions from co-workers and the public.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid driver's license is required.