

Field Museum is hiring a Collection Manager to manage its world-class Herpetology collections.

<https://careers.hireology.com/fieldmuseum/525376/description>

Field Museum houses one of the world's largest collections of zoological specimens. The 306,000-specimen Amphibian and Reptile Collection are comprised of over 286,688 catalog entries.

The collection is a major research resource for the national and international scientific communities. Containing unique material of special historical and ecological significance, the collection is world-class in size as well as taxonomic and geographic scope. The bulk of the collection (98%) is stored in 70% ethanol and contained in over 30,000 jars and 97 steel tanks. The skeletal collection contains over 7,600 skeletons and 1,700 cleared and stained preparations. There are also over 20,000 specimens with genetic resources stored in our cryogenic facility.

**Applications must include Cover Letter and a CV to be considered. The review of applications will begin on April 12th, 2021.**

**Please send application materials to [FieldHerpsCM@fieldmuseum.org](mailto:FieldHerpsCM@fieldmuseum.org)**

### **Duties and Responsibilities**

The Collection Manager reports to the Head of Zoological collections and will manage day-to-day activities in the Herpetology collection including management of staff. The Collection Manager will work jointly with curators to set long and short-term priorities for the Herpetology collections. The Collection Manager will also interact with other collections areas, research scientists, exhibition developers, and education staff. The Collection Manager will have opportunities to pursue research for up to a maximum of 20% of their work time and seek funding for collections improvements and specimen-based research projects. The successful candidate will be evaluated on the ability to

promote, study, build, care for, and ensure accessibility to the great wealth of specimens in the collection.

Responsibilities include:

- Managing digitization tasks including imaging specimens, georeferencing, species inventory, and development and evaluation of workflows and standards to ensure best practices
- Incorporating new material into the collection, preparing, sorting, identifying, and cataloging specimens
- Tracking and reporting metrics of collection use and growth
- Managing the herpetology collection budget
- Coordinating an active loan program and on-site use of the collection by researchers
- Participating in the museum's public programming and promoting the mission of the museum and its fundraising goals
- Supporting the museum's commitment to increasing diversity, access, and inclusion across its programs
- Training, mentorship, and supervision of staff, interns, and volunteers in the collection

## **Qualifications**

- Masters in Biology (with an emphasis in Herpetology) with at least 3 year's collections experience; Ph.D. (with an emphasis in herpetology) desirable. A well-versed background in Herpetology is required, including familiarity with other Herpetology collections and research;
- Knowledge of taxonomic principles and Herpetology collection management;
- Strong organizational skills necessary to keep collection accessible;
- Ample experience with collection databases, imaging systems, and data aggregators is required, as well as a strong history of managing digitization projects;
- Working knowledge of international and domestic regulations for the shipment of specimens and requirements for packing loans;
- Strong history of building and managing a diverse team of staff, interns, and volunteers.

The Field Museum is committed to equity, diversity, and inclusion. We strive to create a working environment that is free of sexual, racial, and ethnic discrimination, and one that promotes human dignity and mutual respect among all staff. As such, it is the policy

of the Field Museum to hire without regard to race, religion, color, national origin, age, sex, sexual orientation, disability, or veteran status.

The Field Museum strives to ensure that our career website and recruiting process are accessible to all. If you are unable or limited in your ability to use or access our online application, or if you require a reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to [accessibility@fieldmuseum.org](mailto:accessibility@fieldmuseum.org).