

Animal and Program Supervisor

MoSH

Located in Memphis, TN, MoSH is a well-established 501c3 that seeks to create a community of people who share a richer understanding of one another and the world around us. The Museum consists of the Pink Palace Museum, the Lichterman Nature Center, the Coon Creek Science Center, and other historical properties. We inspire discovery through collecting, preserving, and interpreting the cultural histories and natural sciences that shape our region.

Join our team as we embark on an exciting phase of executing our new vision. Our museum is committed to telling our story by:

- Advocating for Authenticity – Illuminate varying perspectives and uphold accurate interpretation, without glossing over tough ideas.
- Magnifying Belonging – Building active audiences through outreach, co-creation, and participatory inclusion.
- Embodying Holistic Stories – Incorporating context and presenting lesser known stories to portray a complete, systemic picture of the region and its history.
- Constructing Intersections – Creating welcoming common spaces that encourage serendipitous and unstructured engagement and foster meaningful interactions between diverse groups of people.

Responsibilities

MoSH's Animal and Program Supervisor assists in planning, developing and evaluating programs in the Community Engagement Department. This position oversees daily program activities, prepares materials and assures programs are maintained and staffed at an appropriate level. The Animal and Program Supervisor provides care and safekeeping to MoSH's live animals, including but not limited to, feeding, housing, visitor interpretation, staff training, maintenance of licensing and inspections of facilities. MoSH's Animal and Program Supervisor works with the team to support efforts of the museum onsite and through outreach. Additional responsibilities include occasional assistance with nature center duties such as grounds and facilities care, event support, etc. This position reports to the Director of Community Engagement.

Functions may include, but are not limited to:

General

- Assists with the planning, developing and evaluating of programs and special events for all age groups.
- Connects the programs in exhibition/education areas to the public through assisting the Exhibits and Collections Department in exhibition design and implementation and the Community Engagement Department with programming and outreach.
- Recommends programming to meet community needs.
- Maintains and processes records, and updates reports, flyers, publications and promotional materials for programs and the facility.

- Instructs classes and/or conducts programs where necessary and trains staff (full and part time and volunteers) on programs.
- Maintains inventory of supplies and equipment and requisitions supplies for activities and events.
- Assists with the coordination of volunteer needs, recruitment, training and recognition at assigned facility.
- Inspects and monitors facility buildings and grounds, and performs routine building upkeep as needed in conjunction with Facilities staff.
- Assists staff in the large public events and would contribute to the management of the physical plant as needed.
- Assists with the management of daily operations of the facility and short and long-range program planning.
- Performs research for special projects, staff, and the general public.
- Researches the needs for outreach and public relations.
- Coordinate with Marketing Department on promotions and promotional materials for web, social and physical.
- Assists with the enforcement of facility rules and regulations, including animal husbandry certifications and inspections.
- Serves as community resource person in programming and special events.
- Performs other related duties as required.
- Maintains and implements routine maintenance/improvements to facility exhibits including graphics and audio/visual media in coordination with Exhibits and Collections Department.
- Assists with program and exhibit development and implementation as needed in coordination with Community Engagement Department.

Animal Care

- Responsible for daily exhibit and animal care operations, including ongoing management and daily care for live reptiles, amphibians and other animals.
- Manages freshwater aquariums and a man-made lake, including plumbing, pumps, lighting, and water testing.
- Cleans/maintains cages, enclosures, and aquariums on daily basis.
- Provides routine medical care to animal collection and maintains related health records, including state and federal permits for collection and exhibition.
- Coordinates with veterinarians for medical treatment of animals if necessary.
- Assists with state and federal inspections of property and animal care and responsible for maintaining proper operating permits.
- Trains and oversees full and part time staff, volunteers and exhibit interpreters on animal care and handling.

Must be able to use body members to work, move, or carry objects or materials, including ability to work in tight spaces. This position requires: walking, standing, bending, stooping, pushing, pulling, lifting, grasping, feeling, seeing, talking, hearing, and repetitive motions. Must be able to work indoors and outdoors subject to rain, wind, cold and hot temperatures and potentially wildlife. Must be able to lift 50 pounds frequently. Must be able to differentiate colors and shapes. Must be able to work weekends and after hours.

Qualifications

- A minimum of seven years of related experience.
- Masters degree in animal care, biology, or similar study preferred.
- Knowledge of the principles, practices and procedures of facility.
- Knowledge of management and recreational practices, policies, and procedures as necessary in the completion of daily responsibilities.
- Knowledge of all applicable laws, ordinances, policies, standards and regulations pertaining to the duties and responsibilities of the job.
- Ability to effectively communicate and interact with subordinates, management, employees, members of the general public and all other groups involved in the activities of MoSH.
- Ability to assemble information and make written reports and documents in a concise, clear and effective manner.
- Ability to stay informed of any changes in policy, methods, operations, budgetary and equipment needs, etc. as they pertain to departmental operations and activities.
- Ability to work in a team environment and collaborate with multiple departments.
- Ability to handle the required mathematical calculations.
- Ability to communicate effectively both orally and in writing.

Compensation

The salary for this position is \$55,000+. Compensation is commensurate with experience and abilities. The Museum offers a full range of benefits, including health care, vacation and sick leave, 401k with a 5% match, and death and disability insurance. The Museum also offers life, dental and vision insurance.

To Apply

Submit one document with cover letter (providing your salary requirements and how you learned about the position) and your resume via email to:

Kevin Thompson
Executive Director

Kevin.thompson@memphistn.gov

Applications will be accepted until the position is filled. MoSH is an Equal Opportunity Employer and values diversity.

Writing samples, a short presentation and references will be required from finalists. Academic, credit and criminal background checks will be conducted before a final offer is made.

More information about the Museum of Science and History can be found on our website at www.memphismuseums.org.