

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.

Position Summary

This position oversees the daily care, enrichment, and safekeeping of MoSH's living animal collection, which includes reptiles, amphibians, freshwater species, birds and mammals. The Animal and Program Supervisor ensures that all regulatory, safety, and welfare standards are consistently met. This role leads and trains staff and volunteers in animal handling, program facilitation, and visitor engagement. It also supports the development and implementation of onsite and outreach programs. In addition, the Supervisor contributes to exhibit upkeep, assists with public events, and helps maintain daily operations at the Lichterman Nature Center. The Animal and Program Supervisor reports to the Director of Education.

Key Responsibilities

Animal Care & Collection Management

- Responsible for daily exhibit and animal care operations, including ongoing management and daily care for live reptiles, amphibians, birds, mammals and other animals.
- Maintain freshwater aquariums, life support systems, and the man-made lake, including pump systems, filtration, water testing, and routine troubleshooting.
- Clean and maintain enclosures, aquariums, and habitats following established safety and welfare guidelines.
- Provide routine medical care, observe animal behavior, maintain detailed health records, and coordinate with veterinarians as needed.
- Maintain all required state and federal permits and ensure compliance with USDA, USFWS, Tennessee wildlife regulations, and other governing bodies.
- Prepare for and assist with scheduled state and federal inspections of property and animal care and responsible for maintaining proper operating permits.
- Train staff, volunteers, and interpreters in safe animal handling, husbandry practices, and emergency response procedures.
- Manage inventory, purchase supplies, and ensure resources are available for programs and animal care.

Program Development & Delivery

- Assist in planning, developing, implementing, and evaluating educational programs, demonstrations, and special events for diverse audiences.
- Facilitate and instruct programs as needed; train staff and volunteers to deliver content effectively.
- Connect exhibition content to public programming in coordination with Education and Exhibits & Collections teams.

Operations, Facilities & Exhibits

- Support daily operations and serve as a lead contact for Lichterman Nature Center activities.
- Inspects and monitors facility buildings and grounds, and performs routine building upkeep as needed in conjunction with Facilities staff.
- Assist with logistics and staffing for major public events, onsite and offsite programs, and community outreach.

Volunteer & Staff Supervision

- Train, schedule, mentor, and support full-time staff, part-time staff, and volunteers on animal care and handling.
- Provide ongoing feedback, coaching, and performance support.
- Promote a safe, inclusive, and collaborative work environment that reflects MoSH values.

Other Duties

- Enforce facility rules, safety protocols, and animal husbandry regulations.
- Complete administrative tasks, data entry, reporting, and documentation.
- Perform other related duties as assigned to support museum operations.

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 work weekends, after hours, and special events.

Qualifications

Required

- Minimum of three (3) years of professional experience in animal care, zoology, environmental science, education, or a related field.
- Demonstrated experience with reptile and amphibian husbandry, including feeding, enrichment, and habitat care.
- Experience managing aquariums, life support systems, filtration systems, and water quality.
- Experience supervising staff or volunteers in an animal care or education setting.
- Strong communication and public presentation skills.
- Ability to work collaboratively across departments and with the public.
- Strong analytical, organizational, and time-management skills.
- Proficiency with Microsoft Office; ability to use basic design tools to support program materials.
- 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.

Preferred

- Master's degree in biology, zoology, animal science, environmental education, or closely related field.
- Certification or documented training in venomous snake handling and safety practices.
- Experience with USDA, USFWS, and state wildlife permitting and compliance.
- Experience developing curriculum or public education programs for K–12 and general audiences.
- First Aid/CPR certification.

Compensation

The salary for this position is \$45-50,000. 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: Cashundra Jefferson, Director of Education, at Cashundra.jefferson@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.