



Pioneer Trails Regional Museum

12 First Avenue NE
PO Box 78
Bowman, ND 58623
701-523-3600
ptrm@ptrm.org

Paleontology Manager & Curator

- Work with the board to develop long-range plans for the department and the institution.
- Increase access and value of the Paleontology collection.
- Develop collaborative relationships with researchers and other museum professionals to advance scientific knowledge and appropriate public engagement practices.
- Curate and Manage the Paleontology Collection while identifying ways to improve collections management and care.
- Manage fieldwork and collecting.
- Plan, fund, and execute field research, including focused collecting.
- Lead, train, and supervise department staff, including volunteers.
- Collaborate across the museum and with external stakeholders to promote paleontology projects and collections to a wide audience including the public, potential donors, scholars, and educators.
- Participate in public outreach activities.
- Develop paleontology exhibits and programs.
- Develop and write grant proposals to local, state, and federal agencies and other organizations in support of the museum.
- Assist in day-to-day operations of the museum, including cash register operation.
- Performs other related duties as assigned.
- Reports to the Board of Directors.

Minimum Qualifications:

- Masters in Geosciences, Biology, Paleontology or related field.
- Experience working with the public, managing collections and field research.
- Knowledge of professional museum standards in collections management including development and implementation of collections policies and procedures.
- Prep lab experience

Compensation

Full Time – 40 hrs

- Monday through Friday
 - Alternating Saturdays (May-September)
- \$35,000 - \$50,000 based on experience
- Stipend for health insurance
- Vacation/Sick Leave
- Paid Holidays
- Relocation and/or tuition reimbursement programs available

Questions and application materials should be directed to Jean Nudell, Museum Director at ptrm@ptrm.org or (701) 523-3600. To apply, submit a cover letter, resume, and 3 letters of recommendation.

Position will remain open until filled.