

**JOB DESCRIPTION****POSITION TITLE:** Director of Life Sciences**DIRECT ACCOUNTABILITY:** President & CEO**SUMMARY:**

The Director of Life Science is responsible for directing, planning, and accomplishing all aspects of the Life Science program including aquatic and terrestrial animal welfare, nutrition, enrichment, husbandry training, exhibit design, animal health, living collection planning, safety protocols, and budget. This position is responsible for hiring, managing, and training all Life Science department staff and external contractors. Serves as the primary animal permit holder for the museum. Creates and implements projects for the betterment and advancement of the Life Science Department. Provides the highest level of care for all museum animals. And provides education of animals living at the museum.

**QUALIFICATIONS:**

Bachelors degree, Masters preferred in Biology or related sciences, or minimum seven years' experience with aquarium and animal husbandry techniques; knowledge of medical and emergency procedures; experience with laboratory equipment; ability to collect, organize, maintain data for a variety of systems; knowledge of workings of large aquarium filtration systems; knowledge of operant training procedures; management skills for supervision of staff; organizational and communication skills; must be a team player and able to function easily within a workforce; and above average interpersonal skills. Must be capable of lifting 50 pounds, have valid driver's license and Open Water Scuba certified PADI or NA. Computer literacy in Microsoft Office programs. Regular work week will be 40 hours per week and will be on-call 24/7.

**DUTIES AND RESPONSIBILITIES:**

1. Oversees day to day activities of the Life Sciences Department, including staff, animals and life-support systems.
2. Ensures compliance with all federal, state, and local permits for animal and marine life.
3. Assures that all contracts, data, and permits related to Life Sciences department and live animal collections are maintained accurately and up to date.
4. Responsible for hiring, training, evaluation, including disciplinary actions for Life Sciences staff.

5. Assures all staff are well trained and versed in all aspects of animal care, animal husbandry, animal training, Life Science and museum policies.
6. Responsible for scheduling and management of all Life Science staff, including submitting payroll timesheets, approving PTO and any other staffing needs.
7. Develops operating budget, business plans, goals, objectives and policies for the Life Sciences Department.
8. Establishes and ensures the preparation and administration of proper animal nutrition and diet programs.
9. Assists in maintenance projects or exhibit construction as required.
10. Performs basic preparatory and maintenance operations of "EcoScapes" that pertain to Life Science Areas.
11. Provides data and material as required for accreditation processes and reviews.
12. Oversees all veterinary interactions and medical treatments of all animals in collection and able to make critical decisions over animal health. Assume responsibility for special case medical problems and special exhibits.
13. Creates, implements, and oversees a volunteer program for the Life Science Department in collaboration with the Volunteer Coordinator.
14. Creates and implements projects that enhance the animal exhibits and healthcare.
15. Finds external vendors, collaborators and partners for projects that promote the betterment and expansion of the Life Science Department.
16. Creates and implements revenue generating programs conducted by the Life Science Department.
17. Collaborates with all other departments in all inter departmental projects that help further the progression of the Museum's Strategic Plan.
18. Responsible for Aquarist maintenance and procedures.
  - a. Maintains and repairs all plumbing of aquariums and conducts all aquarium water chemistry including scheduled filter changes and water changes.
  - b. Maintains accurate records of aquarium maintenance.
  - c. Feeds fish and help design diets.
  - d. Cleans interior and exterior glass of aquariums and all animal exhibits.
  - e. Changes aquarium light bulbs in accordance to maintenance schedule.
  - f. Cares for quarantined marine life.
  - g. Order all fish food and aquarium supplies
  - h. Dives specified aquaria.
  - i. Maintains water chemistry of all aquariums and adds all additives to aquariums as needed.
  - j. Replaces all broken or leaky pumps.
19. Other related duties as required.

**COMPETENCIES:**

1. Communication Proficiencies.
2. Time Management.
3. Financial Management.

4. Collaboration Skills.
5. Results Driven.
6. Personal Effectiveness/Credibility.
7. Performance Management.
8. Flexibility.
9. Technical Capacity.
10. Stress Management/Composure.
11. Project Management.
12. Motivational Skills.

**SUPERVISORY RESPONSIBILITY:**

This position manages all positions of the Life Sciences staff.

**WORK ENVIRONMENT:**

This job operates in a professional museum environment. Will work with a variety of animals. Will need to work with modern technology including walkie talkie radio, computer, microphones, and tablets, and routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**PHYSICAL DEMANDS:**

This job operates in a fast-paced, informal educational museum setting. Must be able to perform the following physical behaviors repetitively throughout a shift: standing, walking, handling, reaching horizontally, grasping firmly, reaching above the shoulder, reaching below the waist, pushing buttons, bending, twisting, stooping, squatting, crouching, kneeling, pushing, sitting on the floor, and carrying items upstairs. Must be able to work in high spaces 30 feet and higher, and work in awkward positions: prone, supine, etc. with ability to work 8 hours a day at a bench or moving from area to area as the situation demands. Must be able to lift and carry up to 50 lbs. Position may include indoors and outdoors in extreme temperatures. Must be able to stand for long periods of time. Must be able to complete all aspects of underwater scuba diving; will be completely immersed under water.

**POSITION TYPE AND EXPECTED HOURS OF WORK:**

This is a full-time, salaried, exempt position, 40-45 hours per week, with benefits starting after probation period. May be required to work some evenings, weekends and holidays.

**TRAVEL:**

Some overnight travel may be expected for this position and local day travel as needed. May be required to drive MODS vehicle/own vehicle for outreaches or to pick up supplies.

**REQUIRED EDUCATION AND EXPERIENCE:**

Bachelor's degree in Biology or related sciences, or minimum seven years' experience. Open Water Scuba certified PADI or NA.

**ADDITIONAL ELIGIBILITY QUALIFICATIONS:**

Must have valid class E driver license and own vehicle.