



DEPARTMENT OF

# ARTS BUSINESS AND CULTURE

## Collection Curator – Salisbury Zoo

Salary: \$57,641 - \$62,392

Type: Full Time

Benefits: Full Benefits Package

Date Posted: 09/24/2024

### About ABCD

The Arts, Business, & Culture Department is responsible for fostering Salisbury's thriving economic climate through supporting business, expanding economic opportunity, promoting artistic expression, hosting unique experiences, and maintaining regional attractions such as the Salisbury Zoo and Poplar Hill Mansion. By producing signature events, facilitating business incentives, and collaborating with stakeholders, this department strives to make Salisbury a place where arts, business, and culture intersect and flourish.

### Profile

**Position Profile:** Under the general direction of the Zoo Director, the Collection Curator is responsible for curating animal collections which may include exotic, rare, endangered and native species, maintaining excellence in all aspects of the care and welfare of these animals, supervising the animal care staff who are responsible for the care, husbandry, and daily management of a wide variety of species. Works with Education Department to ensure proper animal husbandry standards are met. Acts as safety liaison to the city as well as setting up and coordinating monthly safety drills for the facility. Collaborate with AZA Pathways representative to meet accreditation standards. Perform other duties as assigned.

### Preferred Education

Bachelor's Degree in Zoology or related field.

### Preferred Experience

At least 5 years of related experience.

Equivalent combination of education and experience considered.

### Requirements/Certifications

Strong leadership and communication skills; knowledge of safe animal handling procedures; project coordination and strategic planning skills desired

### How to Apply

1 Visit [salisbury.md/apply](https://salisbury.md/apply)

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Jobs will be posted for a minimum of 2 weeks.

Classification Title: Collection Curator

Grade: M3

Department: Arts, Business and Culture Department (ABCD) – Salisbury Zoo

FLSA Status: Exempt

Eligible for Limited Remote Work: Yes

Date: 9/24/24

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#### **Duties and Responsibilities**

**Administration/Department Administration:** Be a lead and help with the overall animal care team and procedures while performing routine animal husbandry duties for living collections.

- Mentor animal care staff to foster proper animal husbandry techniques.
- Asses animal care staff and perform quarterly/annual reviews.
- Observes animals for odd behavior or illness.
- Assists the veterinarian in the treatment of animals with illnesses or injuries.
- Mentor/share expertise with other animal care staff.
- Assists with facility maintenance.
- Coordinates with other staff members exhibit inspections.
- Prepares Maintenance work orders.
- Coordinate with other staff members new exhibit planning.
- Help with general maintenance as needed.
- Performs and records animal observations.

**Skills Proficiency/Strategic Planning:** Develops and implements policies for the organization that are goal-oriented and stimulate performance.

- Working knowledge of city policies and procedures.
- Knowledge of zoological policies and procedures.
- Effectively prioritize and multitask with attention to detail.
- Active member of senior staff.
- Works with senior staff updating facility strategic plans.

- Project coordination skills a plus.
- Strategic planning experience desired.

**Leadership/Team Leader:** Provides strong guidance and oversight. Instills confidence and inspires action while maintaining accountability.

- Effectively communicate with the public courteously and tactfully at all times.
- Provides consultation and direction to improve work relationships, build morale and increase productivity and retention.
- Act as a representative of the city of Salisbury to the public.
- Works directly Zoo Director evaluating staff and procedures.

**Stewardship/Financial:**

- Monitors animal care budget lines.
- Works with staff to efficiently process animal supply orders.

**Development/Leadership Development:** Provides opportunities to engage in leadership development and learn about career advancement.

- Keeps informed on current zoological and animal care practices by attending workshops and educational programs or reading specialized literature.
- Maintain essential training programs.
- Provides opportunities and/or training for department staff to engage in professional development, career advancement and other city initiatives that will help recruit and retain staff, improve interdepartmental relations, and increase the department's effectiveness and efficiency in serving the general public.
- Works on improving leadership skills by attending relevant meetings and trainings.

### **Performance Expectations**

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback. Effectively communicate with the public courteously and tactfully at all times.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.

### **Education and Experience**

- Bachelor's Degree in Zoology or related field
- Five years of related experience.
- Equivalent combination of education and experience considered.
- Obtain CPR/first aid certification within 6 months on the job
- Valid Driver's License

- Institutional records keeping population management.
- Excellent verbal and written communication skills. Ability to read, analyze and interpret complex documents.
- Ability to effectively communicate with the public courteously and tactfully at all times.
- Capability to solve problems creatively, establish facts and draw valid conclusions.
- Advanced knowledge of safe animal handling procedures.
- Working knowledge of City policies and procedures.

### **Physical Requirements**

Work is performed in and around zoo facilities and involves exposure to extreme weather conditions, contact with exotic animals and considerable physical effort in the handling of materials up to 50 pounds and/or continual standing or walking 60% of the time.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.