

# Alaska Wildlife Conservation Center

## Assistant Curator

Wage: \$50—\$55k/yr., DOE

Status: Full-time, year-round

FLSA Status: Exempt

Housing Available

Reports To : Animal Curator

Responsible for assisting the Animal Curator in tasks requiring specialized skills in connection with the care and maintenance of the animal collection and exhibit facilities at the AWCC with an emphasis on animal training, behavior and time management for the team.

### GENERAL RESPONSIBILITIES

- Works days and hours assigned by the Animal Curator; changes based on season. Summer may require splitting overnight shifts during calving season.
- Assists with covering animal care department Manager on Duty (MOD) shifts. On occasions, may need to double-duty and help cover main MOD shifts as well—facility wide. Aid the main MOD in the event of an emergency situation.
- Assist with animal care team time management, assuring all daily tasks are getting completed in a timely fashion, including time to log records in the animal care software program for daily record keeping.
- Provides water and food for animals and cleans exhibits in assigned area. Checks to make sure all areas are cleaned and maintained by keeper staff. Make daily animal observations and reports any abnormal behavior or health concerns, exhibit security, and/or safety concerns to the Animal Curator & Veterinary Technician immediately.
- Make sure diet prep is completed for the next day's consumption. If it is not completed, see to it that diets get prepped. Records diet consumption daily and notifies the Animal Curator if feeding behavior changes. Monitors that inventory is being properly completed on a weekly basis.
- Recommends improvements in animal care procedures and schedules, exhibit upkeep and employee and visitor safety.
- Carries out prescribed veterinary treatments as assigned by the contracted veterinary staff and Animal Curator. Assists in capture and crating/uncrating of animals. Assists with chemical immobilization and handling of dart projectors. Safe drug handling protocols must be upheld.
- Actively assists and participates in film projects that AWCC management signs up for in helping to promote the AWCC and gain supporters for long term funding.
- Performs routine maintenance and upkeep of walkways, zoo grounds and facilities as assigned. Reports needed major repairs and checks and maintains equipment used.
- Acts as liaison with the public by courteously answering questions and enforcing facility rules and expectations. Presents educational programs and tours when assigned.
- Research and preparation of information regarding AWCC wildlife for discussion with the public and other professionals.
- Reports all departmental personnel concerns directly and immediately to the Animal Curator.
- Fulfills the responsibilities of the position in a professional and appropriate manner.
- Other duties as assigned.

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## QUALIFICATIONS

- Ability to work in a team environment to help achieve AWCC's goals and objectives.
  - Strong communication skills, both written and oral.
  - Must possess a positive and respectful attitude.
  - Excellent customer services skills.
  - Exceptional work ethic, attention to detail and time management skills.
  - Abilities to lift 80#, bend, reach, stand, crawl, and work in a drastically changing weather environment
  - Ability to compromise, listen, learn, understand, and follow instructions and directions.
  - Skill in establishing and maintaining cooperative working relationships with other employees.
  - Ability to work directly with the public, providing information and assistance as needed.
  - Ability/willingness to learn and pass on to customers those areas of interest to visitors, such as local history, people, culture, geography, etc.
  - Ability to operate UTVs, ATVs, snow machines, trucks, trucks with tongue and gooseneck hitches, and tractors.
  - Ability to work with hand tools and small power tools, chainsaws, etc.
  - Must be able to work a flexible schedule as needed
  - Proven ability to effectively lead in a fast-paced environment
  - Efficient organizational skills, time management and ability to multitask
  - Must have a valid driver's license
  - Must be 18 years or older to apply
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## PREFERRED SKILLS

- A Bachelor of Science in animal sciences or related field
  - A minimum of 3 years of related animal care experience, with progressing leadership responsibilities
  - 1-2 years as lead trainer on carnivore or Hoofstock species
  - Experience working free contact with a variety of large Hoofstock species
  - A positive attitude and strong work ethic
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## BENEFITS

- Compensation starting at an annual salary of \$50k, DOE
- 10 paid holidays including: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day After Thanksgiving, Christmas Eve, Christmas Day, and the employee's birthday
- Medical, dental and vision insurance, employer covers 100% of premium
- Sick Leave, PTO package up to 2 weeks in first year of employment
- 403-b retirement option, matching 3% after 1 year of service
- Bunk bed style onsite housing available seasonally

DATE: \_\_\_\_\_

EMPLOYEE PRINTED NAME: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_