

## ALASKA WILDLIFE CONSERVATION CENTER

**Title:** Assistant Curator  
**Category:** Fulltime, Year-round  
**Reports To:** Executive Director  
**FLSA Status:** Non-Exempt

### Supervises

Senior Keepers, Animal Keepers, Interns, Animal Care Volunteers

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### General Function

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 center.

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### Major Activities (Typical Duties/Responsibilities)

- Works days and hours assigned by the Animal Curator; changes based off season. Summertime will require night shifts until closing (8pm). Seasonal requirement of splitting overnight shifts during calving season with the Animal Curator.
- Assists with covering animal care department MOD [Manager on Duty] 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, especially when requested.
- 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. Makes daily animal observations and reports any abnormal behavior or health concerns, exhibit security, and/or safety concerns to the Animal Curator immediately. All observations and duties are recorded daily on the daily report form.
- Makes sure diet prep is completed for 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. Weekly food inventories to be completed as well, and to report when new food needs ordering directly to Animal Curator.
- Nightly drive around to check and make sure gates are secured and locked. Assistant Curator is responsible to make sure animals are safe and where they need to be. If an emergency arises, the Assistant Curator must call the Animal Curator immediately.
- 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 feeding rules for the animals. Presents educational programs and tours when assigned.
- Research and preparation of information regarding zoo specimens for discussion with the public and other professionals.



- Reports all departmental personnel concerns directly and immediately to the Animal Curator.
- Carries out the responsibilities of the position in a professional and appropriate manner.
- Other duties as assigned.

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### Required Skills/Abilities

- 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
- Current in the following vaccinations: Rabies, Tetanus, and COVID-19

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### Job Specifics

- Compensation starting at annual salary of \$50k, DOE
- Option to select medical, dental, and vision after 60 days
- Option to select 403-b retirement
- PTO benefits with 6 paid holidays

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### PREFERRED QUALIFICATIONS (education, experience, skills)

- A Bachelor of Science in animal sciences
- A minimum of 3 years of related managerial experience.
- A positive attitude and strong work ethic.

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

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

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