

THE UNIVERSITY OF MANCHESTER
PARTICULARS OF APPOINTMENT
FACULTY OF CULTURAL INSTITUTIONS
MANCHESTER MUSEUM
CURATORIAL ASSISTANT - HERPETOLOGY
VACANCY REF: CIX-030359

Salary: £32,080 - £36,636 per annum depending on relevant experience

Hours: 35 hours per week (including out of hours working)

Duration: Permanent

Location: Manchester

Enquiries about the vacancy, shortlisting and interviews:

Name: Matthew O'Donnell, Curator of Herpetology

Email: matthew.odonnell@manchester.ac.uk

Manchester Museum's Vivarium:

The Vivarium houses a collection of live amphibians and reptiles including many critically endangered species. It is unusual for a museum to care for live animals, but Manchester Museum has done so for 60 years, offering a unique opportunity to see rare and beautiful creatures and watch conservation in action.

The collection is focused in three key areas:

- **Conservation**, of some of the rarest species on the planet, working closely with partners and communities to support conservation interventions nationally and internationally
- **Non-invasive research**, to describe and document new species, behaviours and to develop tools to improve monitoring of species in the wild
- **Education**, to inspire and inform our visitors about subjects such as biodiversity, the ecological emergency and climate crisis

Overall purpose of the job:

To provide comprehensive support to the Curator of Herpetology and the curatorial team at Manchester Museum. This role involves assisting in the management, care, welfare and interpretation of the live herpetological collection.

Key responsibilities:

Collections Management and Care:

- To provide curatorial and practical assistance to the Curator of Herpetology, ensuring excellent care and maintenance of the live collection
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- Ensuring the collections are well-kept and the highest standards of animal welfare are maintained, compliant with the statutory obligations of the Manchester Museum under terms of its Zoo License
- In consultation with Curator of Herpetology and relevant vets, providing assistance with all aspects of collections documentation, the identification of animal health problems, administering prescribed treatments, and providing care where required
- Maintaining all work areas and equipment in a safe, clean and tidy state, ensuring the cleanliness and presentation of the public exhibits and service areas
- Monitoring the operation of departmental plant and equipment and reporting of faults

Documentation and Research:

- Curation and management of collections associated information; such as environmental parameters, acquisitions/disposals and health records
- Maintaining accurate electronic information on the whereabouts of the collections, and records of daily animal maintenance activities as required
- Assist non-invasive research projects in the Vivarium, supervise students and support researchers

Access and Interpretation:

- Facilitate access to the collection for researchers, visitors and other users, including dealing with routine enquiries.
- Collaborate with other teams, including Learning and Engagement, to present compelling stories related to the collections for public programmes
- Develop a comprehensive knowledge of the collection to facilitate enhanced use of collection in line with the museum's aims and values
- Give or support highlight tours in the collection when required

Training and Supervision:

- Supervise and support student and work placements as required
- Support volunteers and oversee their involvement in collection-related tasks, including providing relevant training as necessary
- Undertake training relevant to the duties and responsibilities of the post

Other:

- Comply with legislation relating to health & safety at work and other local instructions relating to safe working practices
- Uphold and promote high ethical standards in all areas of work, consistent with the Code of Ethics published by the Museums Association and generally promoting the core values and best interests of Manchester Museum in keeping with the statutes and standards of the University of Manchester
- Other duties, consistent with the responsibility and grading of the post, as the Museum may require
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- Be actively committed to equality, diversity, and inclusion
- Be willing to work weekends, some holidays and after hours as needed.

PERSON SPECIFICATION

Essential Criteria

- Good knowledge of biology or natural history with a particular interest in reptiles and amphibians
- Experience of working with live herpetological collections in museums, zoos or a similar public environment
- Ability to safely handle live reptiles and amphibians
- A meticulously accurate, orderly and well organised approach to work, with time management and planning skills
- Core computer literacy skills (including Microsoft Office)
- Working knowledge of health and safety issues in relation to the maintenance and use of live animals for educational purposes

- Commitment to best practice standards in collection management
- Understanding of the Museum values and willingness to apply them into the role

Desirable Criteria

- Knowledge and experience of fieldwork and conservation, gained from a relevant degree or other path
- Experience with zoological information management systems (ZIMs) or comparable databases
- Knowledge and experience in taxonomy, systematics, or conservation biology applicable to herpetology
- Experience in supervising visitors and/or training volunteers.

Personal Qualities

- Demonstrable commitment to equity, solidarity and justice and the ability to work effectively with a diverse team
- Motivation to work under own initiative and collaboratively with colleagues across the Museum
- Commitment in including sustainable practices into the role and contributing to the Museum's actions for a more sustainable world