



**Job Title:** Augustyn Family Curator of Paleontology,  
Raymond M. Alf Museum of Paleontology at The Webb Schools  
**Department:** Museum  
**Reports to:** Director, Raymond M. Alf Museum of Paleontology at The Webb Schools  
**Status:** Salaried/Exempt, Full-time, Benefited

## **SUMMARY**

The Raymond M. Alf Museum of Paleontology at The Webb Schools is accepting applications for the Augustyn Family Curator of Paleontology, with the successful candidate to start employment July 1, 2022. The Alf Museum is the only nationally accredited paleontology museum located on a high-school campus, with a collection housing over 195,000 fossil specimens and a facility including recently renovated collections storage, a fossil preparation lab, and a research lab, as well as two floors of public exhibits. The Augustyn Family Curator will lead fieldwork and undertake museum-based research in paleontology, while mentoring high school students as partners in this work. The Augustyn Family Curator will also develop and deliver paleontology and museum-related courses and organize volunteer opportunities in paleontology for students at The Webb Schools. The ideal candidate will maintain an active research and publication program that complements and extends existing strengths in the Alf Museum's collections, including (but not limited to) the Mesozoic and Cenozoic vertebrate paleontology of the western United States. The Augustyn Family Curator will collaborate with other museum staff to identify and resolve broad needs in museum collection use and care, set priorities for student and community volunteers and interns in the collection and preparation lab, present research results to the scientific community and the public, and represent the museum at public events and within the Webb community.

## **RELATIONSHIPS**

The Augustyn Family Curator of Paleontology reports to the Museum Director and supervises the Fossil Preparator, Collections Manager, and Collections Assistants, in addition to offering scientific expertise to outreach staff. The Augustyn Family Curator of Paleontology works with the Director to advance the museum's research program as established by the mission and strategic plan.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Job responsibilities are assigned by the Museum Director and Head of Schools, who can in their sole discretion, alter, add to, or eliminate job assignments anytime, with or without prior notice. The institutional character of the boarding school environment requires that many job responsibilities are scheduled after formal class time, in the afternoons, mealtimes, and on weekends.

Specific responsibilities include, but are not limited to:

- Develop and implement a field and museum research program that enhances the museum collection, that is of high scholarship, and that engages Webb students.
- Assume appropriate teaching responsibilities in The Webb Schools science department, including development of relevant curricula for the evolutionary biology course and paleontology-specific classes.

- Facilitate activities and collaborations that enhance the museum’s presence within The Webb Schools community.
- Coordinate the museum volunteer program for Webb students.
- Coordinate overall use and care of the museum’s collections with the Collections Manager and other collection staff and promote use of the collection by outside researchers.
- Set priorities for work in the fossil-preparation lab in collaboration with the preparator.
- Assist in supervising interns at the museum.
- Ensure that all research, fieldwork, collection work is conducted in accordance with relevant laws, ethical standards, and best practices in the field of paleontology.
- Represent the museum at public programs and collaborate with outreach staff to present paleontology to broad audiences.
- Publicize notable research projects and discoveries via professional conferences, news media, and social media.
- Represent the museum in the scientific and educational communities through participation in professional organizations and conferences.
- Support and enhance DEI (diversity, equity, inclusion) initiatives in all facets of the museum program.
- Perform other duties as assigned.

### **EDUCATION AND EXPERIENCE**

The Augustyn Family Curator of Paleontology must possess a Ph.D. in the geological or biological sciences, have published results of paleontological research in peer-reviewed journals, committed to mentoring highly motivated adolescents in a unique secondary-school setting, and have experience in one or more of the following:

- Teaching experience (formal or informal education).
- Experience with museum operations.
- Knowledge of museum curatorial practices and techniques.
- Experience with paleontological fieldwork.
- Leadership experience in a lab or field setting.

### **OTHER REQUIREMENTS**

The Augustyn Family Curator of Paleontology must have or obtain a California driver license with a satisfactory driving record. A criminal background check must be successfully completed before employment can begin.

### **OTHER SKILLS**

The Augustyn Family Curator of Paleontology must have excellent verbal and written communication skills. In addition, effective leadership and interpersonal skills are required to interact with staff, students, and the public, solve problems, and represent The Webb Schools in the community.

### **PROFESSIONAL QUALITIES OF WEBB FACULTY & STAFF**

- Contributes to the delivery of the mission, vision, and values of the school community.
- Demonstrates inclusive and equitable practices to ensure that all members of the community feel a sense of belonging.
- Follows community policies and procedures and models positive behavior.
- Works effectively as a team member and develops professional and productive relationships with colleagues.
- Understands boundaries and embraces responsibility for the care of students *in loco parentis*.

- Promotes a trust-based community by keeping appropriate confidences.
- Manages time effectively and meets deadlines and commitments.
- Communicates and responds to all school communications in a timely manner.
- Exhibits flexibility and adaptability to change as needed.

## **PHYSICAL REQUIREMENTS**

The physical requirements of this position are those needed to successfully fulfill the job duties and responsibilities articulated above. As prescribed by law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

*The expected start date for this position will be with the 2022-2023 academic year.*

**Interested candidates should send their cover letter** (2 to 3 pages, including statements outlining goals for research and fieldwork programs as well as educational philosophy) **and curriculum vitae to:**

**Andrew A. Farke, Ph.D.,**  
**Director, Raymond M. Alf Museum of Paleontology at The Webb Schools**  
[careers@webb.org](mailto:careers@webb.org)  
**Fax: (909) 482-5272**

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