

## POSITION DESCRIPTION



**POSITION TITLE:** Area Curator

**UPDATED:** September 2021

**SUPERVISOR'S TITLE:** Director of Animal Programs

**FLSA Status:** Exempt

### PURPOSE

The Area Curator is a management position that organizes and administers operations in specified animal areas, provides general supervision of employees, and assists with other zoo operations as required. This position also contributes to positive guest experiences and performs other duties as required.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **ESSENTIAL FUNCTION**

- ▶ Oversees animal management and operations for a specified area of the zoo, setting area-specific goals and objectives.
- ▶ Directs species-specific husbandry practices, including initiation of diet changes, approval of animal training requests and behavior shaping plans, and development of standardized operating procedures.
- ▶ Assists the Director of Animal Programs with animal collection management, including animal acquisitions and dispositions.
- ▶ Prepares written reports and records as necessary.
- ▶ Manages the maintenance and operations of the physical facilities related to animal exhibits and animal holding facilities; coordinates repairs and maintenance with the maintenance department.
- ▶ Oversees small capital improvement projects in animal areas.
- ▶ Tracks the budget and expenses for the animal functions for a specified area of the zoo; assists with budget planning by providing information on anticipated revenues, expenses, and new projects.
- ▶ Operates vehicles to transport supplies, equipment, and animals within the zoo and between other facilities.
- ▶ Assists in the maintenance, operations, and education functions of the zoo as necessary.
- ▶ Assists with special projects and helps other zoo employees as needed.
- ▶ Actively contributes to positive guest experiences.

#### **SUPERVISORY RESPONSIBILITIES**

- ▶ Supervises Section Supervisors and oversees the coaching and training of employees assigned to specific work areas.
- ▶ Assists in determining staffing needs; interviews, hires, and orients all staff; prepares and administers regular evaluations; conducts disciplinary and termination conferences.
- ▶ Performs second interviews for all zoo keeper positions within the specified area of the zoo and provides final approval for hiring.
- ▶ Provides support and supervision to staff.
- ▶ Determines weekly staffing schedules; approves timecards; approves requests for paid days off; adjusts schedules to accommodate changing staffing needs.

### EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual must have the following education and/or experience.

- ▶ Bachelor's degree in life sciences or a related field is required.
- ▶ Five years of zoo experience and two years of supervisory experience, or equivalent combination, are required.
- ▶ Valid driver's license is required.

- ▶▶ Depending upon assigned area of management, demonstrated ability in water systems, filtration systems, large carnivores, great apes, operant conditioning, or other experiences related to specific situations in the assigned area is preferred.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ▶▶ Knowledge of advanced animal care and handling.
- ▶▶ Knowledge of the natural history for the species under direct care.
- ▶▶ Knowledge of animal welfare concepts and ability to apply that knowledge to assess the welfare of individuals or groups of animals.
- ▶▶ Demonstrated knowledge of zoo policies, standards, operations, cleaning, and maintenance techniques.
- ▶▶ Ability to enforce instructions and safety regulations.
- ▶▶ Ability to endure high-stress situations when feeding, transferring, or restraining animals.
- ▶▶ Ability to adapt to a rapidly changing, dynamic work environment.
- ▶▶ Ability to create area-specific plans for the future and to execute those plans.
- ▶▶ Knowledge of operant conditioning and behavioral enrichment.
- ▶▶ Ability to professionally and effectively communicate with others through written correspondence.
- ▶▶ Ability to troubleshoot, analyze situations, and make sound business decisions.
- ▶▶ Ability to make independent decisions and manage time effectively.
- ▶▶ Knowledge of Microsoft Office software.
- ▶▶ Strong organizational skills.
- ▶▶ Knowledge of general office procedures and practices.
- ▶▶ Knowledge of correct grammatical usage, punctuation, etc.
- ▶▶ Ability to create and manage budgets.
- ▶▶ Ability to effectively use purchase order and budgeting software.
- ▶▶ Ability to effectively and proactively train and supervise employees.
- ▶▶ Ability to make independent decisions and delegate responsibility and duties.
- ▶▶ Knowledge of management practices to direct staff.
- ▶▶ Ability to work a highly flexible work schedule; weekend, evening, holiday, and irregular hours will be required.
- ▶▶ Ability to handle confidential information.
- ▶▶ Ability to understand and follow all safety regulations.
- ▶▶ Ability to handle multiple tasks simultaneously.
- ▶▶ Ability to arrive to work on time and maintain a positive attendance record.
- ▶▶ Ability to serve in every respect and at all times as a goodwill ambassador for the Fort Wayne Zoological Society and the Fort Wayne Children's Zoo in contacts with zoo visitors and the general public.
- ▶▶ Ability to deal tactfully and politely with visitor questions and misbehavior.
- ▶▶ Excellent communication skills to establish and maintain effective working relationships with staff, volunteers, partners, and/or the public.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ▶▶ Ability to operate office equipment, including computers, copiers, fax machines, and phones.
- ▶▶ Ability to professionally and appropriately interact with others, both in person and through phone, email, and written correspondence.
- ▶▶ Ability to regularly travel to assigned areas several times per day and efficiently enter all assigned areas.
- ▶▶ Ability to negotiate a confined workspace while working with one or more coworkers.
- ▶▶ Ability to handle and restrain a variety of small animals in a program setting.
- ▶▶ Ability to properly lift and carry items up to 25 pounds.
- ▶▶ Ability to stand and sit for periods of time and to move intermittently throughout the workday.

- » Good speaking and listening skills.
- » Ability to perform focused work with close attention to detail.
- » Ability to work both indoors and outdoors, with exposure to extreme temperatures and inclement weather conditions; the environment may include wet, icy, or muddy conditions.
- » This position may include exposure to hazardous materials, fumes/odors, dirt, and dust.
- » This position may include exposure to potentially dangerous animals.
- » This position may include exposure to potentially venomous animals.
- » This position may include exposure to zoonotic diseases.
- » This position may include exposure to noxious native plants (e.g., poison ivy).
- » This position may include exposure to native biting insects and arthropods (e.g., flies, mosquitoes, spiders, ticks, bees, wasps, etc.).