



AQUARIUM CURATOR Job Description

The Butterfly House & Aquarium is a growing nonprofit organization featuring the only butterfly conservatory and saltwater aquarium in the Dakotas. Located in Sioux Falls, South Dakota, we provide educational experiences with the tropics and the ocean in our landlocked state, inspiring conservation of the vital building blocks of sea, sky, and land. Our organization is preparing for an expansion of our facility over the next two years to create the Dakota Aquarium, with emphasis on the aquarium galleries in order to keep up with demand from our ever-growing city.

We are in one of the fastest growing regions in the US, with 4,000-5,000 people moving to the Sioux Falls metro area every year. Sioux Falls is ranked 7th according to Livability's 2019 Top 100 Best Places to Live, 15th happiest city in the nation according to WalletHub 2019, and one of the top 25 best cities for living the American Dream by Smart Asset.

This is an exciting time for the Butterfly House & Aquarium and the city of Sioux Falls. Join our team!

MISSION: Inspiring conservation of the vital building blocks of sea, sky, and land

POSITION SUMMARY: The Aquarium Curator is responsible for overseeing the care of the Butterfly House & Aquarium's aquatic animals and systems, ensuring excellence in animal care, life support system maintenance, and exhibit presentation. In addition, this position oversees the planning, design, and construction of new exhibits relating to the expansion of the Butterfly House & Aquarium facility.

DIMENSIONS:

Supervise the Aquarium Department employees in daily operations	30% of the Work Period
Development and maintenance of daily reports, protocols & procedures	25% of the Work Period
Planning, design, and construction of new exhibits	30% of the Work Period
Strategic planning of aquatic collection with CEO and Leadership Team	10% of the Work Period
Other duties as assigned	5% of the Work Period

PRIMARY DUTIES AND RESPONSIBILITIES:

- *1. Direct the Aquarium Department employees in the care of the aquatic animals and systems, ensuring excellence in animal care, life support system maintenance, and exhibit presentation.
- *2. Direct the Aquarium Department employees in exhibit maintenance and documentation to ensure

reliable system operations.

- *3. Supervise the Aquarium Department employees in performing water quality testing, documentation, observing trends in the data, and determining proper dosing and actions for water chemistry needs.
- *4. Supervise the Aquarium Department in monitoring the aquatic collection for health and disease, including diet preparation, feeding, physical assessment, behavioral observation, documentation, etc.
- *5. Develop and maintain documentation for daily reports, protocols, and standard operating procedures addressing animal care, system operations, safety, and supervision of Aquarium Department employees.
- *6. Planning, design, construction, and implementation of new aquatic exhibits within parameters of organization's strategic planning, mission, and vision, working with the Aquarium Department team.
- *7. Work with CEO to strategically plan exhibit design, animal population, and related programming within the organization's immediate and long range strategic plan, mission, and vision.
- *8. Network with other organizations to develop partnerships throughout the nation.
- *9. Implement all programming within the budget expectations provided by the CEO.
- *10. Assist with facility maintenance and projects as needed.
- *11. Perform other duties as are customarily performed by one holding an Aquarium Curator position in other public aquariums.

*Essential job functions per ADA guidelines.

QUALIFICATIONS:

A Bachelor's degree in Biology or equivalent.

A minimum of five years of work experience in a public aquarium with demonstrated knowledge of water chemistry; life support system maintenance and operation; and marine fish and invertebrate husbandry.

A minimum of three years of proven experience in leadership or management.

Experience in coral husbandry and propagation preferred.

Requires leadership and presentation skills, tact and diplomacy, effective oral and written communication skills, and organizational ability.

Proficient independent worker and strong team player, with the ability to maintain focus and keep up with the fast, unpredictable pace of a growing nonprofit organization.

PHYSICAL EFFORT: This position requires strong physical condition and good health, the ability to stand for multiple hours at a time, bend, kneel, stoop, reach, lift, climb, and carry up to 100 pounds.

WORKING CONDITIONS:

Work is primarily performed in the Aquarium Gallery, which requires working in small spaces, crawling, bending, kneeling, stooping, lifting, climbing ladders, and standing for multiple hours at a time.

Work also involves submerging hands, arms, and entire body into the aquarium exhibits for maintenance and cleaning. Exhibit temperatures range from 55 to 78 degrees.

This position has contact with co-workers when developing planning strategies, volunteers when working on special projects, and visiting guests when caring for the facility's aquariums; along with a considerable amount of independent work.

Federal law obligates us to provide reasonable accommodation to the known disabilities of employees, unless to do so would pose an undue hardship. Please let us know if you need an accommodation to perform any essential elements of this position.

This Job Description is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills and responsibilities required of personnel so classified.

WORK SCHEDULE:

The Aquarium Curator is a salaried position with the work schedule varying according to organizational needs. Evening and weekend hours will be scheduled depending on department and organization needs.

Facility operating hours are 10:00 am to 5:00 pm Monday through Saturday and 11:00 am to 5:00 pm on Sundays. The facility is closed to the public on Easter, Thanksgiving, and Christmas. Other holidays throughout the year are working holidays for all staff.

BENEFITS:

Eighty (80) hours of paid time off, medical, dental, and retirement benefits are available after 90 days of employment.

TO APPLY:

Submit cover letter and resume to Audrey Willard at audrey@sdaqarium.org