

Museum Specialist (NPS, Lake Mead National Recreation Area)

Great Basin Institute (GBI) seeks to hire a Museum Specialist to join the Cultural Resources Services (CRS) Program and work cooperatively with the National Park Service, Lake Mead National Recreation Area's Cultural Resource Program to assist with Museum Program Management and daily operations. The Museum Specialist's primary responsibilities/duties include, but may not be limited to the following:

- Monitors use, handling, and care of the collections, including research, loans, reference services, enforcement of use policy, and evaluation of collection-related research requests.
- Manages incoming and outgoing loans and exhibits.
- Ensures Museum Housekeeping Plan is up to date and effectively implemented.
- Organizes the collections and maintains as directed proper preservation, security and fire protection, collection storage, and research laboratory conditions.
- Implements monitoring, controls and maintenance of the environment for collections, including light, temperature, relative humidity, and air quality, and implements an integrated pest management program.
- Reviews research permit requests as they pertain to museum collections. Gives advice regarding permit generated collections and designated repositories.
- Ensures that backlog accessioning and cataloging is completed in an effective and timely manner. Recommends proposed accessions in conjunction with the park Collections Advisory Committee (CAC) based on the park Scope of Collections Statement (SOCS). Maintains all record-keeping and documentation for museum collections.
- Ensures all annual reporting tasks related to the Lake Mead NRA and Parashant National Monument museum programs are completed per the direction of the Pacific West Regional Office.
- Oversees the work of museum technician(s) and volunteers. Under the direction of the Cultural Resource Program Manager, develops workplans, prioritizes tasks, trains/mentors staff and volunteers. Opportunity for cross-training/experiences with archeology, natural resources, and other park staff.
- Ensures the Lake Mead Museum Program and collections are compliant with the Native American Graves Protection and Repatriation Act (NAGPRA). Updates NAGPRA Inventory and Summary, coordinates with regional tribal liaison regarding NAGPRA policy, actions, and timelines, and drafts new tribal consultation letters and Notices of Inventory Completion (NIC).
- Perform presentations in parks, public gatherings, or professional meetings as necessary or assigned.
- Conducts assigned work in compliance with the NPS museum property accountability rules and procedures as described in NPS-28 Cultural Resources Management Guideline, NPS-77 Natural Resources Management Guideline, NPS museum Handbook, and other publications as applicable.

- Cooperates with and assists other units to address museum collections management issues, as assigned. Drafts portions of cooperative and interagency agreements and other cooperative instruments needed to effectively carry out museum goals.

Compensation

Wage: \$26 – \$30/hour, based on experience

Benefits:

- Health, Dental, Vision Insurance premiums are covered 100% by GBI. Available on the first day of the month following the start of employment.
- \$25,000 Basic Life & AD&D insurance at no cost;
- Competitive PTO accrual and paid holidays;
- Eligible for 401(k) retirement savings with up to 4% GBI match;
- Access to Pro Deals;

Housing:

- Park housing is not available

Timeline:

- 52-week appointment beginning summer/fall 2026
- Possibility of extension pending funding availability and performance
- Full time, 40 hours/week

Location:

This Research Associate position will be based out of Boulder City, Nevada where the Lake Mead National Recreation Area Headquarters is located. It is a 20-minute drive from the city of Henderson which lies on the outskirts of Las Vegas. Lake Mead National Recreation Area encompasses 1.5 million acres in southern Nevada and northwestern Arizona, in the transition of the Mojave and Sonoran Deserts, including mountains, canyons, valleys, and two vast lakes. It hosts 7.5 million visitors per year. From the mouth of the Grand Canyon, the park follows the Arizona-Nevada border along what was formerly 140 miles of the Colorado River. Opportunities for recreation abound.

Qualifications:

- Degree in museum studies or related field;

- Two years of experience in museum collections management, including maintaining museum records and recommending/approving accessions.
- Experience cataloging a variety of museum objects using professional standards, including both cultural and natural history collections.
- Experience operating a museum collections database, TMS and MCMS experience preferred
- Self-motivated and detail-oriented, possessing strong organizational skills to effectively plan and complete projects independently.
- Ability to effectively communicate orally and in writing with a diverse audience, including co-workers, members of the public, and agency personnel;
- Intermediate or higher skills using Microsoft Word and Excel, with ability to manually enter, manage, manipulate, and graphically display data;
- Flexibility to handle competing and changing priorities with a positive attitude;
- Ability to work productively, consistently, and independently or cooperatively as part of a team to accomplish mutual goals;
- Ability to complete activities involving prolonged periods of deskwork, lifting and moving heavy items weighing 50 pounds or more, and regularly walking/driving between curation and other facilities;
- Possess a valid, clean state-issued driver's license; and
- Willingness and ability to consistently enact high performance standards and a strong work and team ethic in support of the goals and objectives of the position and the mission of GBI.

The successful applicant must complete a Department of Interior Background Investigation or submit paperwork to NPS human resources indicating an active and fully adjudicated BI has already been completed prior to beginning this position.

TO APPLY

Please submit an up-to-date resume, a one-page cover letter that details your interest in the position, and any qualifications not fully outlined in your resume, and contact information for three professional references. Qualified applicants will be contacted to schedule an interview. For questions regarding this position, please contact azoellner@gbinstitute.org

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the organization's ongoing needs. *All offers of employment are contingent upon the successful completion of a pre-employment background check.*

Disclaimer: Although the organization has attempted to accurately and thoroughly describe this position, GBI reserves the right to change the same, including to change, add to or subtract from the duties outlined, within the sole discretion of the organization, at any time, with or without advance notice.