



374 Airport Road, Manteo, NC 27954 • (252) 475-2300  
www.ncaquariums.com

**JOB TITLE:** Museum Technician I

**VACANCY #** 60092961 & 60092978

**DIVISION/AQUARIUM:** North Carolina Aquarium on Roanoke Island

**SALARY GRD/RANGE:** GN05

**RECRUITMENT RANGE:** \$11.32 per hour

**APPT TYPE:** Temporary

**CLOSING DATE:** April 12, 2021

**LOCATION:** Dare County

**\*\* Position will function as Special Activities Instructor for the North Carolina Aquarium on Roanoke Island\*\***

**\*This is an hourly position with a maximum of 40 hours per week. It is classified as temporary/part-time and does not include state benefits.\***

**Department Information:**

The Department of Natural and Cultural Resources' (DNCR) vision is to be the leader in using the state's natural and cultural resources to build the social, cultural, educational, and economic future of North Carolina. Our mission is to improve quality of life by creating opportunities to experience excellence in the arts, history, libraries, and nature throughout North Carolina. The Department works to stimulate learning, inspire creativity, preserve the state's history, conserve the state's natural heritage, encourage recreation and cultural tourism, and promote economic development. Our goal is to promote equity and inclusion among our employees and our programming to reflect and celebrate our state's diverse population, culture, and history by expanding engagement with diverse individuals and communities. We encourage you to apply to become a part of our team.

**Division Information:**

The mission of the North Carolina Aquariums is to inspire appreciation and conservation of North Carolina's aquatic environments. This mission is achieved by attracting, retaining, and developing a world class team of professionals; providing visitors with outstanding exhibits, experiences, and customer service; practicing sustainability, internal customer service and fiscal responsibility; and working to save and restore aquatic species and habitats.

**The North Carolina Aquarium on Roanoke Island** is located in Manteo, NC and is nine miles from the Atlantic coastline in Nags Head. The 61,000 square-foot facility is sited on 16 acres overlooking the Croatan Sound and houses over 1600 animals in its collection. Over 280,000 guests visit the aquarium each year to see the largest collection of sharks in North Carolina, learn about sea turtle conservation, participate in a variety of programs, enjoy the beauty of the area, and think about how special North Carolina's waterways are.



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### **Description of Work:**

This is a seasonal position, slated to be filled May through August 2021.

Special Activities at the NC Aquarium on Roanoke Island are hands-on programs with small groups of participants, ranging in duration from one to several hours at a time. Such programs include but are not limited to: children's summer camps (one-day and week-long, non-residential), kayaking programs, stand-up paddleboarding, crabbing and fishing, marine animal programs, behind-the-scenes tours, virtual programs, toddler programs, birthday parties, overnight programs, dissection labs, beach ecology trips, and salt marsh field trips. Special Activities Instructors will both assist with these activities AND lead programs independently. Daily requirements of the instructor will include conducting programs, leading summer camps, handling live animals, driving a fifteen-passenger van, occasional office work, staffing the public galleries, routine cleaning, and other duties as assigned by the Special Activities Coordinator and Education Curator.

Applicants should be articulate, enthusiastic, and have a strong work ethic. Prior experience working with the public, adaptability to different teaching situations, the ability to work well with others, a flexible schedule, CPR & First Aid certification, and a valid driver's license are all **required**. (CPR/First Aid Certification must be obtained within the first month of employment, if not already acquired.)

The following skills and/or current certifications are **preferred but not required**: Lifeguard Certification, kayak/stand-up paddleboarding experience, teaching experience, water safety skills, experience working with children, animal handling experience, a working knowledge of Outer Banks flora and fauna, and a degree (or pursuit of a degree) in Biology, Marine Sciences, Natural Resources, or a related field. Candidates must be able to lift at least 50 pounds and be able to spend extended periods of time outdoors.

Weekend, evening, and holiday work required. Occasional travel is required for Aquarium programs. Must meet DNCR Fleet Safety Guidelines and have ability to obtain and maintain a valid driver's license.

If selected for hire, prior to first day of work a background check will be completed.

### **Knowledge, Skills, and Abilities:**

Candidates should be able to show through their record of work, education, and/or volunteer experience that they have:

- Experience working with the public.
- Experience in a customer service role.
- Experience presenting programs in an informal setting such as a camp, zoo, aquarium, museum, or other community organization.
- Experience working around water.
- Experience working with live animals.



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- Experience working with school-aged children.
- CPR/First Aid Certified (CPR/First Aid Certification must be obtained within the first month of employment, if not already acquired).
- Valid NC Driver's License, or the ability to obtain for employment.
- Weekend, evening, and holiday work required. Occasional travel is required for Aquarium programs.

**Minimum Education and Experience:**

High school or General Educational Development (GED) and one year of experience as related to knowledge, skills, and abilities in area of assignment; or an equivalent combination of education and experience.

**How to Apply:**

All applications must be received by 5:00 p.m., Friday, April 12<sup>th</sup>, 2021.

All relevant experience must be included on application to receive proper credit. A resume and cover letter may be submitted along with the completed state application.

The Department of Natural & Cultural Resources (DNCR) uses the Merit-Based Recruitment and Selection Plan to fill positions subject to the State Personnel Act with the most qualified applicants. Degrees must be received from appropriately accredited institution. The State of North Carolina is an Equal Opportunity Employer.

It is the policy of the State of North Carolina and the N.C. Department of Natural and Cultural Resources that all employees provide proof of employment eligibility (immigration and naturalization) on the first day of employment. We participate in E-Verify (Employment Eligibility Verification System).

**A North Carolina State Application Form PD-107 is required**, and may be downloaded from the NC Office of State Personnel website at <https://files.nc.gov/ncoshr/documents/files/pd107ltr-Nov-2020.pdf>. A cover letter and resume may also be submitted but will NOT be accepted in lieu of the NC State Application PD-107 form. **Applications which do not include the applicant's signature are considered incomplete and will not be accepted.**

Mail, fax, or email completed applications to:  
NC Aquarium on Roanoke Island  
Attn: Beth Wilcox  
P.O. Box 967  
Manteo, NC 27954

Beth Wilcox  
Special Activities Coordinator  
252-475-2327  
[Beth.Wilcox@ncaquariums.com](mailto:Beth.Wilcox@ncaquariums.com)  
Fax: 252-473-1980



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