



JOD DESCRIPTION: HEAD AQUARIST

Job Title: Head Aquarist
Department: Curatorial
Reports To: Curator
Status: Nonexempt

Provides for the proper care of all animals with an added focus on the Living Reef Building, lab and quarantine, performs all tasks assigned to them by the curator and oversees aquarists

Animal Care

- Accepts responsibility for the health of all living animals on display and reports problems at the daily curatorial meeting
- Observes and documents feedings and provides guidance to aquarists on the quality, quantity and appropriateness of food prepared
- Verifies daily that all life support systems are functioning properly
- Inspects animal health prior to addition to tanks in conjunction with the Curator and Aquarist
- Glues corals, sponges and live rock in displays as needed
- Assists the Aquarist in diagnosing sick fish and determining treatments
- Knows the common and scientific names of live collections, their normal behavior and disposition
- Understands the factors affecting coral health and determines method of proper care

Exhibit Maintenance

- Ensures presentation of displays is of the highest quality at all times and reports to Exhibit Designer if any repairs are needed
- Assists Director of Education on graphic board improvements
- Oversees maintenance on or around the exhibits and communicates concerns
- Participates in daily maintenance and cleaning

Team Development & Supervision

- Supervises aquarist cleaning and provides insight and encouragement
- Assigns daily tasks to the aquarists and ensures their proper completion
- Trains new aquarists and interns and ensures their work is timely and up to standards
- Ensures that the Aquarists are properly trained to cover in the Head Aquarist's absence
- Attends workshops and conferences, develops presentation or information to distribute to the team
- Helps facilitate outreaches

Inter and Intra-department Communication

- Attends supervisor classes
- Conducts a daily curatorial meeting to address concerns and assign tasks when the Curator and Assistant Curator are both unable to do so
- Communicates with Curator and Assistant Curator to provide input on animal movements
- Attends a weekly curatorial management meeting to identify problems, find solutions and schedule tasks for the upcoming week
- Helps organize Night Function schedule and duties
- Communicates and follows up on concerns in the behind the scenes areas to the maintenance department

Other Responsibilities

- Updates the Curator daily on accomplishments, problems and resolutions
- Ensures the areas are kept clean and free of hazards to the aquarists and the exhibits themselves and communicates any issues or repairs needed to Director of Operations
- Documents animal behaviors, routine maintenance and display improvements
- Maintains a procedure log
- Assists Director of Education with training of Naturalists on Behind the Scene Tours

- Verifies an adequate supply of fish food and medications needed
- Develops a supply list of things needed for Curator's approval
- Ensures lab and Living Reef seawater lines are flushed weekly
- Able to fill in for the Assistant Curator during his absence