

## Job Opportunities within a Zoo Setting

**Zoo Director** - responsible for supervising all aspects of the Zoo. Leads the management team in overseeing zoo operations including animal and personnel management, facility maintenance, finances, and development.

**Assistant / Deputy Director** – reports to the Executive Director and has full authority to act on behalf of the Executive Director in his absence.

**General Curator** – oversees the Zoo’s entire animal collection and animal management staff. Responsible for strategic planning of the animal collection.

**Animal Curator** – manages some or all of the Zoo’s animal collection. For example, there may be a Curator of Mammals or Curator of African Animals.

**Zoo Keeper** – provides daily care to the Zoo’s animals, including diet preparation, cleaning, general exhibit maintenance, behavioral training, and record keeping.

**Veterinarian** – responsible for the healthcare of the Zoo’s animal collection and maintaining the health records.

**Veterinarian Technician** – assists the veterinarian and provides care to the animals at the vet hospital.

**Animal Nutritionist** - responsible for creating the diets of the Zoo’s animal collection and meeting a variety of species specific nutritional needs.

**Registrar** – maintains computer records on the animal collection and applies for permits and licenses to hold or transport animals.

**Education Curator** – oversees the Zoo’s education department. Responsible for strategic planning of education programming.

**Zoo Educators** - responsible for teaching visitors about the animals kept at the zoo and promoting conservation efforts.

**Volunteer Manager** – responsible for recruiting, training, and maintaining a core of Zoo volunteers.

**Horticulturist** – responsible for the Zoo’s botanical collection and the daily maintenance of exhibits and gardens.

**Conservationist** - oversees field conservation projects affiliated with the Zoo’s animal collection.

**Researcher** – conducts and oversees research projects on the Zoo’s animal collection. Serves as a liaison with the academic community and publishes articles in scientific journals.

**Marketing** – creates advertising campaigns and hosts special events to increase public awareness of the Zoo and attract visitors.

**Public Relations** – promotes the Zoo, its mission, and its programs to the public via the media.

**Development** – manages fundraising activities which can include grant proposals, soliciting private donations, and attracting corporate sponsors.

**Membership** – responsible for maintaining and increasing Zoo memberships and designing special ‘members only’ events.

**Facilities** - maintains the Zoo’s buildings and grounds. Work may include construction, plumbing, electrical, and painting.

**Graphic Designer** – creates signage for exhibits and special events.

**Guest Services Manager** – supervises the staff and facilities in concessions, rides and retail stores.

**Guest Services** – includes all front-line staff: ticket booth attendants, retail store staff, and ride operators.

**Food Services** – includes all restaurant and concession staff.

**Park Services** – maintains the cleanliness of Zoo property.

**Safety / Security** – responsible for the safety of all guests, volunteers, and employees.

**Finance** – manages the Zoo’s finances and prepares all financial statements.

**Accounts Payable** – responsible for purchasing of supplies and payment of bills.

**Personnel Manager** – responsible for payroll, insurance, and tax matters.

**IT Administrator** – maintains and updates all computer programs and networks. Responsible for all electronic equipment.

**Human Resources** - duties include internal and external posting of vacant positions, screening candidates, scheduling interviews, and preparing offer letters. Also in charge of employee benefit programs.

**Administration** - Performs administrative and office support activities for other staff. Duties may include fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing.

*\*\*Titles and job duties may vary from one Zoo to another\*\**