

**JEFFREY T. STEPHENSON**

Denver Museum of Nature & Science (DMNS)  
Zoology Collections, 2001 Colorado Boulevard, Denver, Colorado 80205-5798  
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**PROFESSIONAL EXPERIENCE**

**Denver Museum of Nature & Science**

March 1989 – June 2005 *Collections Manager for the Education Collections*

Schedule Coordinator

Fill requests for usage of Education Collections objects for Museum programs and outside users (loans). Coordinate schedules for all Museum programs using Education Collections objects.

Supervisor

Supervise staff assistant(s), interns, and 75 volunteers.

Preparation and Maintenance

Prepare Museum specimens in Anthropology, Biology, Geology, Human Health, Paleontology, and Space Sciences. Techniques include removal of fossils from matrix and consolidation; alcohol and dry mounting of arthropods; herbarium mounts; special housing for specimens and artifacts; preparing study skins and skeletonization (dermestarium); creation of mini dioramas and displays; taxidermy mount making and repair. Maintain safe, clean work environment including arsenic and mercury testing; condition assessments of objects; object repair; and pest management. Perform risk assessment analysis for all Education Collections objects and activities. Rehousing project to upgrade specimen storage. Establish handling codes for public access to collections.

Data Management

Establish and maintain the physical and electronic catalog for the collections, using Excel, Word, and Argus. Create all labels and inventory lists for the collections.

Acquisition and Deaccession

Lead the acquisition and deaccessions for the Education Collections. Documents accession, deaccession, donor correspondence and loan activities for the collections.

Budget

Maintain the budget (ca. \$5,000/year) for the collections.

Creation of New Programs

Assist in the creation of new programs and programming elements, such as tours, workshops, classes, touch carts, exhibits, and discovery centers.

Teaching and Training

Teach classes or give talks for various Museum departments, including Adult Programs, Teacher Workshops, and Visitor Programs and outside requestors for DMNS speakers. Train Education Collections volunteers in all aspects of collections management.

July 2005 – present *Collections Manager, Department of Zoology*

Supervisor

Supervise 120 volunteers.

Preparation and Maintenance

Prepare Museum research specimens in vertebrate and invertebrate fields. Techniques include alcohol and dry mounting of arthropods; herbarium mounts; special housing for specimens; preparing study skins and skeletonization (dermestarium); preparing ultracold tissue samples and alcohol specimens for vertebrates; creation of mini dioramas and displays; taxidermy mount making and repair. Maintain safe, clean work environment including arsenic and mercury testing; condition assessments of objects; object repair; and pest management. Perform risk assessment analysis for all Zoology Collections objects and activities.

Data Management

Establish and maintain the physical and electronic catalog for the collections, migration and data clean-up. Now using cloud-based open-access databases including ARCTOS and Symbiota, as well as in-house database K-EMu. Create all labels and inventory lists for the collections. Maintain records of all collections use.

Collections Use

Facilitate all requests for access to collections for scientific or educational purposes, including electronic data sharing, loans, visits by researchers, educational programs, and exhibits.

Teaching and Training

Teach classes or give talks for various Museum departments, including Adult Programs, Teacher Workshops, and Visitor Programs and outside requestors for DMNS speakers. Train Zoology Collections volunteers in all aspects of collections management.

**FIELD WORK AND LAB**

Participated and/or led numerous collecting and research trips in Paleontology, Archaeology, Ethnology, Geology, and Entomology. Learned fossil preparation, molding and casting at UC Boulder and DMNS.

**PROFESSIONAL MEMBERSHIPS**

AAAS.....1990-Present, member

FODR.....1996-2008, board member (Friends of Dinosaur Ridge)

GPPS.....1995-1999, member, education advisory board (Garden Park Paleontology Society)

WIPS.....1994-Present, member; board member 2016-present; secretary 2018-present (Western Interior Paleontological Society)

SPNHC.....1993-Present, member; Co-Chair, Professional Development Committee 2009-Present (Society for the Preservation of Natural History Collections)

ESS.....2004-Present, member and DMNS Sponsor (Egyptian Study Society)

DFO.....2006-Present, member and DMNS Sponsor (Denver Field Ornithologists)

BCR.....2006- Present, member (Bird Conservancy of the Rockies)