

Position: Shipping and Logistics Coordinator, Cockrell Butterfly Center

Employment Status: Full time, Salary, Exempt

Job Summary:

The Cockrell Butterfly Center, located within the Houston Museum of Natural Science, features a three-story tropical rainforest filled with more than 1,500 butterflies, along with a variety of reptiles and birds. The Center also includes a large entomology hall that displays thousands of preserved specimens and dozens of live arthropods.

Working in close collaboration with the Cockrell Butterfly Center Director, the Shipping and Logistics Coordinator will oversee the international import and distribution of live butterfly and moth pupae, as well as other live insects, to partner institutions across North America. This position offers a rare opportunity to engage in work at the intersection of conservation, logistics and museum operations while supporting similar organizations nationwide.

This position works closely with Cockrell Butterfly Center staff and reports to the Director of the Cockrell Butterfly Center.

Essential Duties and Responsibilities:

- Coordinate international imports and domestic shipments of live pupae and arthropods
- Maintain accurate inventory, schedules and records using Excel and other record keeping software
- Ensure compliance and accuracy in labeling, documentation, packing and shipping tasks
- Communicate professionally with international suppliers, brokers, government regulators and partners across cultures and time zones
- Collaborate with Butterfly Center staff to solve problems and adapt to changing needs in a dynamic environment
- Coordinate with various other museum departments for budget, maintenance and invoicing
- Other duties as assigned
- Comply with the museum's health and safety protocols

Skills and Experience:

- Background in biology, entomology, logistics or related field preferred (training available for the right candidate)
- Understanding of USDA-APHIS and USFW permitting and regulations is a plus!
- Strong organizational skills and attention to detail
- Proficiency with Microsoft Excel
- Experience with digital recordkeeping and shipping software a plus
- Excellent interpersonal and communication skills across diverse cultures and professional settings
- Ability to work independently and collaboratively
- Flexibility, adaptability and effective problem-solving in evolving situations
- Comfortable handling live insects in a laboratory environment
- Proven track record of reliable punctuality and attendance

Qualifications:

- Valid driver's license
- Bachelor's degree or 5+ years relevant experience

Working Conditions and Physical Demands:

- Able to work weekends, evenings and holidays as required
- Able to lift and/or carry items weighing up to 50 pounds
- Able to bend and stoop to lift packages
- Work in typical small office conditions, on property and other off-site location
- Move around museum to visit other offices and exhibitions
- Able to arrive to work on time
- Access to a personal vehicle during working hours to pick up/drop off packages as necessary and visit off-site locations

Perks of Working at HMNS Include:

- Medical, dental, vision and life/disability insurance offered to full-time employees following 60-day waiting period
- 401K plan enrollment available to eligible employees who complete one year of service
- Free HMNS Individual HMNS Membership
- Free access to museum exhibits, Butterfly Center, Burke Baker Planetarium and Giant Screen Theater, and satellite facilities
- Discounted programming including museum summer camp
- Free staff parking

Application Instructions:

Resumes will be accepted through **12/5/2025** and can be submitted in the following ways:

- By email to jobs@hmns.org
- By mail to HR Department, HMNS, 5555 Hermann Park Drive, Houston, Texas, 77030
- In-person by dropping off your application materials c/o HR at the Museum Service desk at HMNS in Hermann Park

No phone calls, please.

HMNS does not respond to inquiries regarding application status.

The Houston Museum of Natural Science is an EEO Employer.

Houston Museum of Natural Science, 5555 Hermann Park Drive, Houston, Texas 77030

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