



Vascular Plant Herbarium - Volunteer Imaging Assistant The application deadline for this position is midnight Tuesday February 13, 2018	
Position Overview	<p>The primary goal of this position will be to take digital photos of specimens and prepare specimens to be catalogued for the Vascular Plant Herbarium. Once fully catalogued these new records will be added to the MIMSY electronic database where they can be easily accessed for research purposes.</p> <p>The Volunteer Imaging Assistant will gain valuable hands-on museum experience in specimen preparation, care and handling in addition to insight into various principles of collections management.</p>
Collection Information	<p>The Vascular Plant Herbarium is a research and teaching resource for the study of evolution, diversity, distribution and ecology of cordilleran, prairie, arctic and alpine plants. It is the largest herbaria of its kind in Alberta, and the third largest in Western Canada. Founded in 1912, the herbarium holds more than 140,000 specimens dating from 1835 to the present and is built upon the collecting activities of faculty members and students, as well as the acquisition of outstanding amateur collections. Though global in scope, the strength of the collection lies in plants of Alberta and northern Canada.</p>
Capacity	2
Duties	<p>In consultation with the Assistant Curator, the Volunteer Imaging Assistant will be responsible for taking photos and preparing assigned specimens to be entered into the Collection Management Software (MIMSY).</p>
Time Frame & Commitment	<ul style="list-style-type: none"> • Ideally candidate will be able to commit to a few hours per week from February to April with the potential to continue. • Weekdays available to volunteer are Wednesday, Thursday and Friday. • Shifts must be organized ahead of time with the supervisor. • The volunteer's completed hours will be recorded for recognition and reporting purposes.
Qualifications	<p>We are seeking an individual who is meticulous and detail oriented. They should also have some familiarity with digital photography and be comfortable working in Excel. The Volunteer Imaging Assistant would ideally have previous experience with museum collections, have completed some coursework towards a Biological Sciences degree or have a strong appreciation for the Vascular Plant Herbarium.</p>
Training & Orientation	<p>Those selected for this position must attend a general orientation to the U of A Museums, and training sessions towards museum practices. On-the-job position-specific training will be given by the supervisor.</p>
Supervision	<p>The Volunteer Imaging Assistant will be supervised by the Assistant Curator of the Vascular Plant Herbarium.</p>
Success and Evaluation	<p>Volunteer Imaging Assistants will receive specialized coaching and training. In return, the Imaging Assistants are expected to give feedback and maintain open communication with the museum's Assistant Curator, Curator and the U of A Museums Volunteer Coordinator. Volunteers will be asked for their feedback near the end of the term.</p>
Recognition	<p>The Volunteer Imaging Assistants will be invited to the annual U of A Museums Celebration event and benefit from volunteer exclusive museum training sessions and behind the scenes tours.</p>