

E.H. Strickland Entomological Museum - Volunteer Catalogue Assistant The application deadline for this position is midnight Friday January 19, 2018	
Position Overview	<p>The primary goal of this position will be to catalogue newly acquired specimens for the E.H. Strickland Entomological Museum. 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 Catalogue Assistant will gain valuable hands-on museum cataloguing and database experience in addition to insight into various principles of collections management.</p>
Collection Information	<p>With preserved insects from around the planet, the E.H. Strickland Entomological Museum is an invaluable resource for researchers, students, and naturalists as it houses approximately one million specimens. It holds the largest collection of Mexican ground beetles in the world, as well as significant collections of other insects from North America. It is an extremely important regional collection, with specimens representing most species of insects in the province of Alberta.</p>
Capacity	2
Duties	<p>In consultation with the Assistant Curator, the Volunteer Catalogue Assistant will be 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 5 hour per week from January to April with the potential to continue. • This is a casual position but 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. As the specimens vary in size it is important that this individual be dexterous. The Volunteer Catalogue Assistant would ideally have previous experience with database software and has completed some coursework towards a Biological Sciences degree, or has a strong interest in Entomology.</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 Catalogue Assistant will be supervised by the Assistant Curator of the E.H. Strickland Entomological Museum.</p>
Success and Evaluation	<p>Volunteer Catalogue Assistants will receive specialized coaching and training. In return, the Catalogue 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 Catalogue 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>