Botany Database Volunteer

The Botany Program at the Royal Alberta Museum is seeking a detail-oriented volunteer to assist with database work for our plant specimens. Our herbarium is a repository that functions as a key resource centre for plant identification, biodiversity, research, conservation, and education, serving both the scientific community and the public. Maintaining this resource depends on the proper preservation of plant specimens and ensuring their associated data are up-to-date, accurate, and accessible.

Qualifications

- Knowledge and/or appreciation for the native plants of Alberta
- Computer proficiency required, with previous database experience preferred
- Thorough and meticulous data entry skills with attention to detail and accuracy
- Ability to handle plant specimens carefully
- Commitment to developing skills and abilities in the museum field

Responsibilities

- Successfully complete the required training
- Catalogue our herbarium specimens in The Museum System (TMS) database with adherence to standard cataloguing, and proper taxonomic naming conventions
- Scanning specimen labels
- Uploading the scanned images to the database
- When needed, conduct research on relevant specimens, entering the information into TMS
- Adhere to specimen handling, conservation and security guidelines

Rewards

- Training in standard museum collections management including: TMS, accessioning, cataloguing and preventive conservation storage practices
- Hands-on experience handling, documenting and storing botany specimens
- Satisfaction of contributing to development and maintenance of natural historic collections

Volunteer experience will also help in building basic workplace skills development:

- Fundamental Skills (managing information)
- Personal Management Skills (flexibility, adaptability, time management)
- Teamwork Skills (working with others and contributing to projects & tasks)

Time Commitment

- One shift per week (min. 5-6 hours) for a minimum 6-month commitment, on a weekday (Monday to Friday between the hours of 9am to 5pm)