

## **Invertebrate Zoology Collection Volunteer**

Join our Invertebrate Zoology department to learn more about Entomology, collections management and help update database and inventory records.

### **Tasks**

- Help with various aspects of the ongoing reorganization of the museum's collection of pinned insects
- Creating & updating specimen records in the museum's database
- Specimen preparation and labelling

### **Qualifications**

- Appreciation for insects and taxonomy
- Computer proficiency required with previous database experience an asset
- Good fine motor skills (ability to handle small and delicate specimens)
- Thorough and consistent data entry skills, with meticulous attention to detail
- Good vision or fully corrected vision (i.e., ability to read specimen accession numbers printed at font size 3.5 error-free)
- Good orthographic skills (ability to write [copy from a label, etc.] unfamiliar scientific names and foreign locality names with a minimum of spelling errors)
- Ability to stay focused on repetitive tasks

### **Responsibilities**

- Successfully complete required training
- Adherence to databasing and taxonomic conventions
- Adherence to specimen handling, conservation and security guidelines

### **Rewards**

- Experience in a field directly related to your studies or interests
- Hands-on experience in the day-to-day operations of a state-of-the art scientific collection
- Training in standard collection management techniques such as handling & preparing specimens, accessioning and databasing
- Satisfaction of contributing to development and maintenance of a museum collection of international significance
- Volunteer experience will help in these areas of skills development:
  - Fundamental Skills (managing information)
  - Personal Management Skills (flexibility, adaptability, and time management)

### **Time Commitment**

- One shift per week (5-6 hours) for a minimum of 6 months
- Weekdays; Tuesday – Friday between 10:00 am – 5:00 pm