



Herbarium Work Placement (Volunteer)

Location

The Freshwater Biological Association
The Ferry Landing
Far Sawrey
Ambleside
Cumbria
LA22 0LP, UK

Staff member managing volunteer role:

Dr Isabelle Charmantier, Information Scientist

Role Description

You will catalogue and digitise the FBA's herbarium collection, which includes around 1,000 specimens from the 1930s to the 1960s. The collection includes aquatic vascular plants as well as bryophytes. This will involve transferring the information on the herbarium sheets and envelopes into a database, photographing the sheets for digitisation, and liaising with our Science team to build a phylogenetic tree that can be used for education and taxonomic purposes. This is a great opportunity for someone seeking experience in curating natural history specimens, and will also offer the chance to gain knowledge in other areas of collections work and science education.

Key Tasks

- Transferring data concerning herbarium sheets and bryophyte specimens onto an Excel database.
- Photographing herbarium sheets.
- Rehousing the bryophyte specimens in better boxes.
- Writing a paper on the FBA herbarium for FBA blog and newsletters, as well as potentially NatSCA's *Journal of Natural Science Collections*

Hours and Time Frame

This placement will last between 3 to 8 weeks, depending on availability. Ideally the applicant should be able to work between the hours of 10am and 4pm, a minimum of 2 days per week, starting mid-July 2016.

Closing date for applications: **3 July 2016**

Skills and Qualities

This role would be most suited to someone educated or studying to degree level who is working towards or interested in a career in museum curating. You will have:

- Enthusiasm and flexibility
- The ability to work in a team
- A good range of IT skills
- An interest in biology and freshwater science
- Some knowledge of botany, botanical taxonomy and nomenclature

Support and Training

This role will help you to gain the following skills and experience:

- The opportunity to develop experience in and understanding of curatorial work
- Experience of handling herbarium specimens
- Experience of working with historical and natural history collections
- The opportunity to see how other teams within the organisation work

What the FBA Expects from Volunteers

- Maintain good working relationships with staff, other volunteers and members of the public
- Attend appropriate training if requested and learn about the work of the FBA
- Be reliable in attendance
- Observe organisational policy and procedures
- Protect FBA property from theft, damage or loss, within the limit of their responsibilities
- To safeguard confidential information about the FBA and refer any controversial matters relating to the work of the FBA to their manager

What You Can Expect From the FBA

Volunteers may be reimbursed for reasonable local travel costs between home and volunteering location, within agreed limits. A certificate for your personal profile is available to demonstrate work carried out for the FBA to show future employers or further education providers.

How to apply

Please send a CV and a covering letter to:

Isabelle Charmantier – icharmantier@fba.org.uk