

Natural History Collections Management Assistant (Entomology)

The Rooms Archives and Collections Department

St. John's, Newfoundland and Labrador

Length of Assignment: 2023-05-24 to 2023-10-24

Hourly wage: \$26.54

The Rooms is an innovative, culturally relevant institution that represents and showcases Newfoundland and Labrador to itself and to the world, and brings the wider world to its doorstep (www.therooms.ca). It is home to the province's archives, art gallery, and museum and is located in downtown St. John's (www.stjohns.ca), Newfoundland and Labrador (www.newfoundlandlabrador.com).

The Natural History Collections Management Assistant (Entomology) will support the establishment of an important entomology collection at The Rooms. Their work will consist in the treatment, unpacking, housing, organization and documentation of scientific insect specimens and associated data. Included is record creation and enhancement in the institutional collection management system (Axiell EMu), and support to procedure and protocol development and programming-related activities as required.

This work will involve research, documentation and interpretation, as well as stabilization, treatment, organization, handling, housing, digitization and inventory of specimens and/or data. Professional museum staff will provide specialized training, supervision and experiences for the candidate in the tasks outlined above and provide them with an array of collection management and conservation skills and knowledge, in a multidisciplinary setting.

The ideal candidate will be either a recent graduate of a recognized university or college program in heritage conservation and management with experience in biology and the management of scientific collections and data, OR a recent graduate of a recognized university or college program in biology or environmental resource management with some experience in information and records management and/or heritage conservation and management. They will have excellent attention to detail, good research and communication skills, an excellent level of manual dexterity, and be proficient with computers, preferably with experience in working with database systems. They will also have the ability to think critically and creatively, manage their time well, work independently, and establish and maintain effective working relationships in a team environment. They will possess an enthusiasm for natural history, and an interest in learning new skills and working with insect specimens, records and databases. Knowledge of taxonomy and invertebrate zoology, particularly with some experience working with entomology collections and data, would be an asset.

The successful candidate will work 7 hours a day, Monday to Friday. A Certificate of Conduct from a law-enforcement organization (for example, the Royal Newfoundland Constabulary) will also be required.

The candidate must fulfill the requirements of the **Young Canada Works (YCW) at Building Careers in Heritage (YCW BCH)** internship program:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible);
- are legally entitled to work in Canada;
- are between 16 and 30 years of age at the start of employment;
- are willing to commit to the full duration of the work assignment;
- will not have another full-time job (over 30 hours a week) while employed with the program;
- are unemployed or underemployed;
- are a college or university graduate; and
- are not receiving Employment Insurance (EI) benefits while employed with the program.

The Rooms is an Equal Opportunity Employer.

Please forward resumes to nathaliedjanchekar@therooms.ca by **April 26th, 2023**.

For further information, please contact Nathalie Djan-Chékar at (709)-757-8082.

