

POSITION ANNOUNCEMENT

CURATORIAL ASSISTANT I – RESEARCH INFORMATICS (Summer Internship)

The California Academy of Sciences is currently seeking a **Curatorial Assistant I** to work with the Research department.

* This position is a full-time temporary position *

The Curatorial Assistant I will be Responsible for creating well organized and well described collections of digital images from collections of 35 mm slides. The incumbent will: select, prepare, and digitize 35 mm slides, and then catalog (electronically) the digital images; work with collection owners to understand significance of images and their relationships to expeditions, field notebooks, and collected specimens; work with supervisor and colleagues to ensure that descriptions are consistent and conform to standards. Actual digitization of slides may be done by the incumbent or outsourced to a contractor

Essential Duties and Responsibilities

- . Assist in organizing collections of slides and apply item numbers as necessary
- . Select images to be digitized
- . Clean slides for digitizing and load slides correctly into trays
- . Prepare inventories of slides in trays and trays in shipments
- . Pack and ship slides to digitizing contractor
- . Unpack shipments and correlate slides with digital images
- . Monitor quality control of digitized images
- . Describe images with standard fields and free text
- . Create collection-level descriptions of digital images
- . Monitor and report progress
- . Follow all Academy safety regulations
- . Other duties as assigned

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- . High school diploma
- . Currently enrolled in 4-year college or university program.

Knowledge, Skills and Abilities

- . General knowledge of computers (Windows) and the ability to type accurately
- . Excellent written skills
- . Excellent organizational skills
- . Ability to concentrate and work at a computer for extended periods
- . Ability to see colors
- . Ability to work independently and cooperatively with staff
- . Ability to train and supervise curatorial assistants in various curatorial procedures and principles
- . Experience with Excel and/or relational databases
- . Preference for candidates with knowledge of image manipulation programs such as Photoshop

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups or employees

of organization.

Physical Demands & Work Environment:
The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, sit, walk, and reach with hands and arms, and talk or hear. Must be able to perform repetitive motions 65% of the time. Must be able to lift 25 lbs.

Compensation/Benefits: Salary commensurate with experience. This is a full-time temporary position.

To apply for this position, please visit our website: <http://calacademy.snaphire.com> to submit your resume and cover letter electronically. No calls please.

Since its founding in 1853, the California Academy of Sciences has positively engaged and significantly impacted the people and communities it serves. With a mission to explore, explain and protect the natural world, the Academy is one of the ten largest natural history museums in the world. The Academy is in a unique period in its history, having moved to a transition site in downtown San Francisco while constructing a new building in Golden Gate Park. The new California Academy of Sciences will open to the public in late 2008. For more information about the Academy, please visit www.calacademy.org.

The California Academy of Sciences is an Equal Opportunity Employer and welcomes applications from individuals who will contribute to its diversity.