



Position Title	Workroom Manager, Curatorial Assistant II
Department	Herbarium
Status	Full-time, hourly position
Reports to	Herbarium Administrative Curator

Position Overview

The Herbarium Workroom Manager assists herbarium staff in specimen preparation and routine collections management. Responsibilities include training and supervision of volunteers in specimen preparation; oversight and coordination of integrated pest management; processing incoming and outgoing loans, gifts, and exchanges; record keeping associated with specimen transactions and accessioning; data entry; and specimen filing.

Primary Duties and Responsibilities

- Trains and supervises volunteers in specimen preparation, including mounting, repairing, and accessioning herbarium specimens.
- Assists with training and supervision of junior staff and curatorial interns.
- Processes incoming and outgoing shipments of specimens for loan, gift, and exchange.
- Maintains records of specimen transactions and accessioning using online database.
- Enters specimen data in the herbarium's database.
- Assists with filing mounted specimens into the main collection.
- Coordinates and supervises quarterly inspections of collection for insect pests and prepares associated reports.
- Provides herbarium orientation and assistance to visiting researchers.
- Assists with other appropriate aspects of herbarium and Garden operations as required.

Qualifications

- Bachelor's degree in Botany, Biological Sciences, or Life Sciences.
- Experience working in herbaria or natural history collections.
- Strong computer skills, proficiency with word processing programs. Familiarity with collection databases and file management systems preferred.
- Familiarity with basic taxonomic principles and characteristics of major plant families and California flora.
- Experience with preparation of archival quality specimens.
- Excellent people skills are required; supervisory experience is preferred.
- Knowledge of the geography of California / world geography highly desirable.
- Strong oral and written communication skills.
- Ability to work independently and as a team.
- Excellent organizational skills and an eye for detail.
- Ability to lift and carry up to 30 lbs.

CalBG offers competitive salaries and a comprehensive benefits package.

California Botanic Garden

1500 North College Avenue, Claremont, CA 91711
info@calbg.org | (909) 625-8767 | www.calbg.org



Qualified candidates please email or maile resume and cover letter to:

California Botanic Garden
Attn: Mare Nazaire, Administrative Curator
1500 N College Avenue
Claremont, CA 91711
Email: mnazaire@calbg.org

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