



Palaeontology Collections Assistant

The Palaeontology Collections Assistant will serve the research and education mandate of the Philip J. Currie Dinosaur Museum by preparing and cataloguing fossil material for use in research and education. Under the supervision of the Museum Curator and Research and Collections Assistant, they will prepare and conserve locally collected fossils and ensure specimens are appropriately stored in a condition that can be maintained in perpetuity. This work will be carried out using widely accepted palaeontological techniques. The Collections Assistant will also label and catalogue specimens and input data into the museum's digital databasing system, Past Perfect. They will also be responsible for helping the Research and Collections Assistant with incoming and outgoing loans, and readying specimens for display in the museum's galleries.

The Collections Assistant will assist in directly overseeing and working with volunteers in the museum's fossil preparation volunteer program. This role will involve instructing volunteers in appropriate palaeontological techniques and the proper use and maintenance of tools and supplies. They will also have an opportunity to lead Lab Tours for the public.

Description of Tasks:

1. Prepare (stabilize and clean) dinosaur fossils for study or display at the museum.
2. Create supports for the long-term storage of specimens.
3. Teach volunteers in the preparation lab proper palaeontological preparation skills.
4. Assist volunteers in their fossil preparation projects and document volunteer hours.
6. Document specimen treatment (including adhesives, style of preparation, and preparator).
7. Learn how specimen information is retained with specimens and transferred to the collection for cataloguing.
8. Organize preparation projects in collections and keep organized through preparation to cataloguing.
9. Learn the process involved in cataloguing fossils.
10. Learn how to photograph, label and catalogue fossils for a catalogue.
12. Learn how to catalogue a fossil collection using database software.
13. Learn standards and procedures for best practice in collections management.
14. Gain an understanding of how a museum collection functions.
15. Learn how to process incoming and outgoing object loans.
16. Learn how objects are supported and protected while on display.



PHILIP J. CURRIE DINOSAUR MUSEUM

The ideal candidate will have the following attributes/qualities:

1. Some knowledgeable or interested in Alberta's palaeontology, geology, and/or natural history.
2. An attention to detail, good organizational skills, and the ability to work independently on focused tasks.
3. Fluency in written and spoken English.
4. Basic computer and technology skills, including experience using Microsoft Excel.
5. The ability to lift moderately heavy objects.
6. The ability to work as a team
7. A Class 5 or higher Driver's License or equivalent.

Preference will be given to candidates who:

1. Are currently attending and/or be returning to post-secondary education with a degree in palaeontology, geology, archaeology, museum studies, zoology, biology, science, engineering, or equivalent.
2. Have experience preparing and/or handling fossils in a lab or field setting.
3. Have supervision experience.
4. Have proficiency in French.

Period of Employment

The period of employment for this position will May 15th, 2024 to August 30th, 2024. (Some negotiation around start/end dates can be considered).

Salary: \$18.00/hr

About the Philip J. Currie Dinosaur Museum

The PJCDM is located 2 km outside the Town of Wembley and approximately 33 km from the City of Grande Prairie. While the successful candidate is responsible for finding their own accommodation in the Grande Prairie area, the museum can suggest some potential options. The successful candidate must be present, in-person, at the museum during work hours. They must be willing to work some evenings and weekends to accommodate volunteers and special events.

To apply, please send your resume to hr@dinomuseum.ca and/or curator@dinomuseum.ca

APPLICATION DEADLINE: APRIL 19TH, 2024