



Palaeontology Collections Assistant
Seasonal, Full-Time

The Philip J. Currie Dinosaur Museum (PJCDM) is seeking an enthusiastic, passionate, and knowledgeable university student to serve as a Palaeontology Collections Assistant for the summer of 2025.

The Palaeontology Collections Assistant will prepare fossils and help curate specimens for research and display at the PJCDM. They will also assist the PJCDM as it continues to offer exciting new educational and public outreach programs. The Collections Assistant will gain valuable work experience, practical skills for palaeontology (collecting methods for vertebrate fossils), collections management skills (storing and cataloguing objects) and public outreach skills. Additional skills such as working as part of a team and problem solving will be fostered in the field.

This position will:

1. Preserve and protect palaeontological resources as historical resources for future generations.
2. Promote an understanding of palaeontology within the Peace Region of Alberta and beyond
3. Promote science literacy and scientific research in the field of palaeontology

Description of Tasks:

1. Prepare (stabilize and clean) dinosaur fossils for study or display at the PJCDM.
2. Create support jackets for the long-term storage of specimens.
3. Document specimen treatments, including the use of adhesives, style of preparation etc.
4. Organize preparation projects in collections and keep organized through preparation to cataloguing.
5. Photograph, label, and catalogue fossils into an online database
1. Adhere to the standards and procedures for best practice in collections management.
2. Assist in the processing of incoming and outgoing object loans.
6. Instruct volunteers in the preparation lab about proper fossil preparation skills.
7. Assist volunteers in their fossil preparation projects and document volunteer hours.
8. Provide public lab tours, up to twice a day.
9. Provide lab tours for school groups and special interest groups, as required.
10. Assist in field work, as needed.



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.

Reporting: This position will report to the PJCDM Curator.

Period of Employment

The period of employment for this position will May 12th, 2025 to August 29th, 2025. The Collections Assistant will work five 7.5-hour days a week on a Tuesday to Saturday or Wednesday to Sunday schedule, as required.

Salary:

\$18.00/hr

To apply, send your cover letter and resume to hr@dinomuseum.ca and curator@dinomuseum.ca

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 holidays to accommodate volunteers and special events.