



TITLE:	Digitization Technician
DEPARTMENT:	Herbarium
STATUS:	Full time hourly position (40 hrs), partial funding through grant support
PAYRATE:	\$19.50 / hr
REPORTS TO:	Herbarium Administrative Curator
DEADLINE:	Position remains open until filled

Position Overview:

The Digitization Manager works closely with the Administrative Curator and IT staff to perform a range of digitization duties for the RSA Herbarium and related to several NSF-funded digitization projects. Major duties include tasks relevant to image capture, quality control, tagging images with metadata, data exports, and data transcription. Training and oversight of junior staff, interns, and graduate students in various digitization tasks is an essential aspect of this position.

Major Duties and Responsibilities:

- Obtain digital data of imaged specimen records
- Perform quality control checks for all imaged specimen records
- Process raw images using appropriate software
- Organize, upload, and tag images with metadata
- Perform exports into various formats for portal designations
- Archive digital assets as necessary
- Provide images for imaging requests to researchers and students
- Image specimens as needed to meet project quotas
- Set up, maintain, and perform updates to imaging stations
- Training and oversight of junior staff, interns, and grad students in imaging protocols
- Research, write, and update imaging protocols
- Link images to records in Symbiota (CCH2); perform quality control checks of the record to assure all specimen data is accurately transcribed from the specimen
- Locate specimens in the main collection that require reimaging
- Other duties as identified and assigned

Qualifications:

- Bachelor's degree in Botany, Biological Sciences, Life Sciences or related field.
- 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.
- Experience with digital photography and photo editing software.
- Familiarity with basic taxonomic principles and characteristics of major plant families.

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- Experience with preparation of archival quality specimens.
- Excellent people skills are required; supervisory experience is preferred.
- Excellent organizational skills and eye for detail.
- Strong oral and written communication skills.
- Ability to work independently and as a team.

CalBG offers competitive salaries and a comprehensive benefits package.

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

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

California Botanic Garden acknowledges that equal opportunity for all persons is a fundamental human value. Each employee will be considered on the basis of individual ability and merit, without regard to race, color, age, religion, national origin, disability, sexual orientation, sex, or marital status.