



Position Announcement: Curatorial Assistant

Position Title: Curatorial Assistant

Department: Herbarium

Status: Part-time (20 hours / week), hourly position

Payrate: \$17.00 / hr

Supervisor: Herbarium Curator

Application Deadline: 30 January 2026

Position Summary:

Assists the Curator and herbarium curatorial staff with various aspects of herbarium operation, including specimen preparation; accessioning and barcoding; specimen filing; data entry and georeferencing; specimen imaging; and integrated pest management.

Specific Duties and Responsibilities:

(Specific responsibility for some or all of the following duties assigned on an individual basis)

- Mounts, repairs, and accessions/barcodes herbarium specimens.
- Assists Curator / collections staff in processing loans, gifts, exchanges, and other shipments.
- Transcribes data for specimen records into the herbarium's specimen database. Updates annotations / barcodes on specimens in specimen database.
- Enters data and generates specimen labels using herbarium database.
- Images specimens as part of herbarium's digitization workflow.
- Files specimens into the main collection.
- Prepares and files new genus folders.
- Participates in periodic inspection of herbarium collections for insect pests.
- Assists with special curatorial projects.
- Participates in digitization projects, as assigned.
- Assists with other appropriate aspects of herbarium and Garden operations as required.

Education/Qualifications:

- Bachelor's degree Botany, Biological Sciences, or Life Sciences or currently enrolled in an undergraduate program with coursework in botany, biology, environmental sciences or related field.
- Experience working in herbaria or with natural history collections highly desirable.
- Computer literate, proficiency with Microsoft Windows, Word, Excel, and Google Suite is required. Familiarity with collection databases (e.g., Symbiota) and file management systems highly desirable.
- Experience with preparation of archival quality specimens.
- Knowledge of the geography of California / world geography highly desirable.
- Strong oral and written communication skills. Excellent people skills required.
- Ability to work independently and as a team.
- Excellent organizational skills and an eye for details.

California Botanic Garden

1500 North College Avenue, Claremont, CA 91711

info@calbg.org | (909) 625-8767 | www.calbg.org



- Ability to lift and carry boxes of specimens and supplies (20-30 lbs).

Qualified candidates please submit resume and letter of interest to:

Attention: Mare Nazaire, Curator
1500 N College Avenue, Claremont, CA 91711
email: mnazaire@calbg.org

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