

# HORNIMANMUSEUM

## **Documentation Access Assistant - Natural History**

**Temporary post (3 Month contract)**

**Salary up to £19,892**

We are seeking a temporary Documentation Access Assistant to undertake documentation and improve access to our stored Natural History collections and their data. The post holder will work with the Natural History, Documentation and Collections Management sections to prepare computerised Natural History collection records for upload to the Museum's collection management system, MimsyXG and enable greater access to the Natural History collections by visitors and volunteers.

The successful candidate will possess a degree relevant to the documentation of Natural History collections, have experience of documenting and working directly with Natural History collections in a museum and be able to demonstrate a good working knowledge and experience of applying museum documentation standards and procedures with reference to Natural History collections.

To access further information and an application pack please visit our website at <http://www.horniman.ac.uk/more/vacancies.php>.

**The closing date for completed applications is Monday 4 January at 5pm.**

**Interviews will be held on Friday 22 January 2010.**

*The Trust is committed to equality of opportunity and welcomes applicants from all sections of the community.*

*Registered Charity in England and Wales No. 802725*