

**Project coordinator at the Herbarium of the Botanical Garden of the University of Bern,
four-year term (50%) starting in January 2022**

The Herbarium of the Botanical Garden of the University of Bern is among the five largest herbaria in Switzerland (www.boga.unibe.ch/wissenschaft/herbarium). The collection, mainly including vascular plants but also bryophytes, algae and fungi, will move to a new location within Bern, where it will be resorted, digitalized, inventoried and run. To realize this project, we are seeking a motivated coordinator to establish and coordinate a small team.

The position entails

- coordination of herbarium-related activities
- reorganization of the collections
- assisting with a new volunteer program, with a database and with reporting and outreach
- seeking third-party funding
- run everyday tasks including quality control and maintenance

The candidate

- has completed a BSc or MSc degree in biology, museum studies, collection management, library sciences or restauration or has at least 3 years of working experience in these fields
- knowledge of basic taxonomy, botany, and curatorial practices
- is familiar with MS Office and is keen to apply further software
- is fluent in (Swiss) German and in English (any other language is a plus)
- is independent and at the same time an excellent team player
- is able to lift up to about 20kg

As a plus: has experience with specimen digitization techniques and data management and is familiar with standards for georeferencing of natural history collections

We offer

- interesting work with a unique collection
- close collaboration with the botanical garden team
- outreach and networking opportunities

The position will be filled for up to four years starting in January 2022. Applications will be reviewed from 29 November 2021 until the position is filled. Please send your application with a motivation letter, a curriculum vitae, relevant documents, and names and contact details of two references **as single pdf-file** by email (with "Herbarium job" as subject line) to Dr. Katja Rembold at katja.rembold@boga.unibe.ch