Cambridge University Botanic Garden
Further Particulars – Curation Volunteers

Cambridge University Botanic Garden cultivates an internationally important and diverse collection of over 8,000 plants. It combines its role as a research and teaching facility for the University with that of public education and is an important amenity, currently enjoyed by around 250,000 visitors a year. In addition to the living collection, the Garden has a library (the Cory Library), a herbarium, and a collection of archive material. These collections form an important part of the Garden’s heritage, complementing and supporting the living collection, as well as being valuable sources of information about the Garden’s history.

The role of the Curation volunteer for Herbarium

The Curation volunteer’s role will be to:

- Make herbarium specimens of flowering material in the gardens (cutting, pressing, and drying)
- Create records of sampled material using an electronic database
- Handle dry specimens
- Mount dry specimens collected from the garden or from the wild ready to be laid in either CGG (Cambridge University Botanic Gardens Herbarium or CGE (Cambridge University Herbarium) collections
- Assist with digitization of the collection (digital imaging, label data capture, re-laying)
- Help with collection audits
- Liaise with Curation, Horticulture and Cambridge University Herbarium staff

Requirements for the role

We are looking for somebody with:

- Computer literacy
- Ability to climb a ladder and step stool as well as carry light to medium weight boxes
- A familiarity with botany would be an advantage
- An organised, methodical, and resourceful approach
- Excellent attention to detail
- Careful and delicate approach when handling dry and living specimens
- Good communication skills

Although under the supervision of the Curatorial staff, the Curation volunteer should be confident in their ability to carry out duties alone and unsupervised for much of the time.

We are looking for somebody who is able to commit to volunteering regularly for the duration of the project, ideally one day per week to coincide with the hours worked by the Curation team. We recognise and respect that volunteers are likely to have other commitments and demands on their time, which may occasionally require a degree of flexibility in terms of scheduling.

The Curation volunteer will offer their time, skills and experience free of charge to the Garden. They will not have a contract of employment but will be required to sign a volunteer agreement. This project is important to the Garden. The Curation volunteer’s time commitment will be greatly appreciated and they will receive strong support from all staff of the Garden.
Training and Support

The Garden will aim to provide sufficient information and training for the Curation volunteer to be able to perform the role described. They will be inducted, trained and supervised by the curatorial staff.

Health and Safety responsibilities

The Curation volunteer will be responsible for their own health and safety by reporting all potential and actual health and safety matters including accidents using the correct procedures.

The Selection Process

The Garden has a common selection process for recruiting volunteers, which mirrors the University procedures for paid employees. Vacancies are advertised on the Garden website and may also be advertised in places like the Friends’ Newsletter.

An expression of interest form should be completed and submitted by those wishing to be considered as Curation volunteer. A short-list of those to be invited for an introductory meeting will be drawn up to meet with the Curator, Collections Coordinator, and Curation Assistant.

All applicants must be aged 18 or over.

Please download and complete the Expression of Interest Form and post or email to:

Administration
Cambridge University Botanic Garden
1 Brookside
Cambridge
CB2 1JE

admin@botanic.cam.ac.uk

The closing date for receipt of completed forms is Wednesday 31 August 2022.