

THE NEW YORK BOTANICAL GARDEN JOB DESCRIPTION

POSITION TITLE

Project Coordinator

REPORTS TO TITLE

Director of Herbarium

BASIC JOB FUNCTION

The Record Capture Coordinator for the Macrofungi Digitization TCN project will digitize specimens, complete data records, and provide support for digitizing institutions who are part of this collaboration.

SPECIFIC DUTIES & RESPONSIBILITIES

- Complete records in the Macroalgae Herbarium Portal for The New York Botanical Garden and other project participants.
- Digitize New York Botanical Garden macroalgae specimens, and specimens from other institutions that will be digitized at the Garden
- Answer questions about digitization from project participants
- Supervise the work of interns assigned to the project.

QUALIFICATIONS

Experience with herbarium digitization projects
Knowledge of herbarium procedures for managing phycological collections
Must be able to work closely with others as part of a team.
Must be willing to learn new digitization techniques
Must be detail-oriented

Education Required: College graduate preferred.