

School of Earth, Atmospheric and Environmental Sciences**Curatorial Assistant**

Ref: EPS/190/05

Salary circa £19,460 p.a.

Applications are invited for the post of Curatorial Assistant within the School of Earth, Atmospheric and Environmental Sciences to work on the Harwood Mineral Collection. The Harwood Mineral Collection is one of the most important early 20th century mineral collections in the UK and is used as a research collection and a teaching resource.

You will be responsible for remedial curatorial work on the Harwood Mineral Collection and preparing a database of those parts of the collection that are held in the School. You will help to produce and publish an online database that will re-unite, in a virtual world, the collection and create the first complete catalogue, making it accessible to researchers.

You will have a degree in Geological Sciences and have experience in mineralogy. You should have recent experience of how university collections are used in undergraduate teaching and should be experienced in using computer programmes e.g. Excel, Word and Access.

Duties will include: collating data; labeling, checking the identity of and photographing mineral specimens; cleaning and remedial conservation work; preparing display materials to publicise the database and packing and moving specimens.

The post is available full time for a period of 6 months only.

Application forms and further particulars are available on our website or from EPS HR Office, The University of Manchester, Sackville Street Building, Manchester, M60 1QD. Tel: 0161 275 8837; Fax: 0161 306 4037, e-mail: eps-hr@manchester.ac.uk

Closing date: 26 August 2005. Please quote the reference number.

The University will actively foster a culture of inclusion and diversity and will seek to achieve true equality of opportunity for all members of its community.

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