ROYAL BOTANIC GARDEN EDINBURGH

Herbarium Digitiser

Herbarium

Job Description

Main Duties

Selecting, databasing, imaging and returning specimens

- Select specimens from herbarium cabinets in accordance with digitisation priorities
- Create specimen records to at least MIDS Level 1 standard or above
- Capture high-quality digital images of specimens
- Process, organise, and manage specimen data and image files within the image management system
- Ensure the safe handling and accurate return of specimens to their correct storage locations
- Maintain comprehensive and accurate records, ensuring all key documentation is stored within the shared Digitisation team filing system

Pre-digitisation specimen care

- Carry out condition assessments of herbarium specimens prior to digitisation
- Undertake minor conservation repairs where appropriate, following best practice
- Perform specimen and folder checks to ensure readiness for imaging

Quality control of digitised records and images

- Conduct quality assurance checks on specimen data to ensure accuracy and consistency
- Review image quality and support the upload of approved images to the online catalogue

Other

- Contribute to communication and engagement activities, including blog writing and social media content where appropriate
- Undertake any other reasonable duties as required

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Person Specification

Essential Skills

- Ability to work independently, demonstrating initiative and self-motivation
- Ability to work effectively as part of a team, particularly with herbarium and digitisation colleagues
- High level of care and precision, with the ability to handle delicate and valuable specimens sensitively
- Capacity to undertake sustained, detailed, and repetitive tasks with a high degree of accuracy
- Ability to critically assess both image quality and data accuracy, ensuring consistency and reliability
- Proficiency in standard computing software (e.g. Microsoft Office)
- Experience of data entry and working with databases (e.g. Access, MySQL, Specify, or similar systems)

Desirable

- Experience working in a herbarium, digitisation project, or similar collections-based environment
- Experience meeting targets whilst maintaining a high standard of work
- Sound botanical and/or taxonomic knowledge
- Good geographical knowledge relevant to herbarium collections
- Experience using image processing software (e.g. Adobe Photoshop)
- Awareness of digitisation workflows and data quality requirements
- Degree (or equivalent experience) in botany, plant science, or a related discipline
- Degree (or equivalent experience) in collections-based work (e.g. herbarium, museum, archive, or library setting)