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| **Project Title** | **Project summary** | **Project detail** | **Selection criteria** | **Outcomes for the intern** |
| **Cataloguing and conserving Palaeozoic fossils** | Accession and re-box a recently acquired collection of Palaeozoic fossils from the UK, Belgium, Germany and the USA, including corals, brachiopods, molluscs, echinoderms and plants. The material was collected by highly-respected amateur geologist Adrian Brokenshire over a period of 40 years. The quality of the specimens and the level of documentation are both excellent, making them useful for teaching, research, and/or display | In order to accomplish this, the intern will:   * Establish the identification, geological age, locality and history of the specimens from the original label information * Enter details in the Axiell EMu Collections Management System * Move the specimens into new storage boxes * Print out museum labels to store with the specimens, and attach numbers to the specimens * Write a report of the project for funders   Full training will be given | Please see website for additional Eligibility criteria oumnh.ox.ac.uk/undergraduate-bursary-scheme  Essential   * Interest in fossils * Excellent attention to detail, with an organised and methodical approach * Strong self-motivation and ability to work independently without close supervision * Good written communication   **Desirable**   * Interest of working in a museum setting * Basic understanding of taxonomy and ability to distinguish between different fossil groups * Familiarity with Microsoft Office applications, in particular Microsoft Word and Excel | * Experience in the organisation and management of fossil specimens * Improved knowledge of museums and collections care as well as documentation * Experience in collections database work * Good organisational, documentation and IT skills * Particularly valuable for students interested in a career in museums |