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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-schemeEssential* 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
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