



We're hiring!



Technical Assistant, Botany

Research and Collections

ME-02 - \$53,384 to \$64,223 per year

2 temporary full-time positions (37.5 hours per week)

Contract for 6 months – Starting in October 2026

Work Location: Natural Heritage Campus (NHC) - Gatineau, QC

Selection process number: 2090-CMN-26-OC-051

Your place at the Museum

We value diversity and believe we benefit from working in a place where everyone feels included and where the unique qualities and strengths inherent in a diverse workforce are combined. We welcome applications from persons who may identify as a member of one or more other equity seeking groups (for e.g. women, visible minorities, Indigenous peoples, persons with disabilities, 2SLGBTQIA+, religious or cultural minority).

You have a place at the Museum!

About the position

Processing new specimens for botanical collections often results in specimens additional to the needs of the Canadian Museum of Nature (CMN) that are valuable to other collections in the herbarium network. In turn CMN collections benefit from receiving specimens from other collections in a broad global specimen exchange. To realize the full value of exchange specimens and of herbarium collections, outgoing exchange must be documented, offered, registered and shipped to institutions where they it will be processed and made available for research and education.

Tasks:

- Inventory specimens
- Confirm the presence of printed data labels, creating them as needed
- Find and record accession numbers in CMN collections
- Create outgoing specimen sets, in collaboration with the Botany collection team, and prepare set inventories to offer prospective recipients
- Record the destination, content and status (i.e., exchange or gift) of each outgoing batch
- Update exchange balances as applicable
- Register outgoing exchanges and gifts
- Securely package outgoing specimens for shipment

Working at the museum means:

- Contributing to an engaging mission as well as exciting projects and challenges
- An inclusive, friendly and safe work environment
- A competitive salary established by collective agreements
- Access to federal public service group insurance and pension plans



Eligibility criteria

This position is open to all Employees of the Canadian Museum of Nature and any members of the public who meet the qualifications below.
Candidates must be legally entitled to work in Canada.

Education and training:

Completion of a post-secondary education in Sciences, Museum studies, Library Sciences or other relevant field of study OR an equivalent combination of education, training, and experience.

Language requirements:

English or French essential;
Bilingual (English/French) is an asset

Experience:

- Experience with databasing and digital file management (entering, validating and maintaining data according to established standards and procedures)
- Experience in handling, processing and preparing natural history specimens for collection use, storage and transfer, and in the application of preventive conservation methods
- Experience with digital still photography
- Experience working with detailed information where accuracy and attention to detail are critical
- Experience working at a technical level in a natural history museum as an asset

Interested? APPLY!

The Canadian Museum of Nature is committed to inclusive and barrier-free selection processes and work environments. If you are invited to participate in the selection process, we encourage you to advise us of any accommodation you may require. This information will be treated as confidential.

The Statement of Qualifications, providing greater detail about the skills, knowledge and aptitudes needed for this role, can be obtained by contacting the Museum at competition@nature.ca.

All candidates must submit a cover letter and curriculum vitae outlining how their experience and training meet the requirements listed above.

Send your application by filling in the [form on the Museum's Careers](#) page where you can upload your cover letter, curriculum vitae and any other required documents.

CLOSING DATE: September 27, 2026

Canada