

**Leibniz Institute for Analysis of Biodiversity Change (LIB) is seeking a**

## **Collection Manager (m/f/d)**

**in Hamburg.**

Leibniz Institute for Analysis of Biodiversity Change (LIB) will be established as an integration of Centre of Natural History of University of Hamburg (CeNak), Hamburg into Zoological Research Museum Alexander Koenig – Leibniz Institute for Animal Biodiversity (ZFMK), Bonn, as such LIB will be a foundation under public law and research museum of Leibniz Association. LIB will contribute to biodiversity research with its extensive collections and in research fields of taxonomy, morphology and molecular science, will contribute to conservation of global biodiversity, to documenting and analyzing evolutionary and ecological biodiversity change and engage in science transfer activities on biodiversity change and its potential causes.

**The Collection Manager (m/f/d) will play a central role in the implementation of high standards of curation, accessibility, digitization and protection of collections at LIB in Hamburg, in collaboration with curators and technical staff of the collections and the biodiversity informatics group at LIB.**

We expect the candidate to

- hold a university degree in biology, at least at the MSc level,
- have working experience with scientific collections, preferably collection management (e.g., loan services, maintenance, pest control),
- be familiar with pertinent legislations (such as the Nagoya Protocol, CITES) to support curators in the permitting process,
- have practical experience with collection databases,
- implement with the curators standards for documentation and security of the collections,
- collect, curate, document, provide, and archive collection-related data and statistics (e.g. for reports, inquiries, and webpages),
- engage in existing and participate in developing future concepts of digitization and collecting strategies,
- participate and represent the collections in international and national digitization initiatives and collection networks,
- help manage infrastructural collection development,

- have excellent social, communication and organizational skills and the ability to work in teams as well as independently,
- be fluent in English and preferably versed in a broad range of office, productivity, and database software applications.

The candidate will work at LIB Centre for Taxonomy and Morphology, Hamburg and contribute to the ongoing development of LIB as a globally leading institute for the study of biodiversity change.

The successful candidate is expected to interact intensely with LIB collection managers in Bonn, with curators, and directorate. The candidate will take part in self-administration and outreach activities. Working language is English, German language skills should be acquired on long term.

Leibniz Association is committed to diversity and equal opportunities. LIB is certified as a family-friendly institution. We aim to increase the proportion of women in areas, where women are under-represented and to promote their careers in particular. We therefore strongly encourage women with relevant qualifications to apply.

Applications will be handled in accordance with the Landesgleichstellungsgesetz NRW (State Equality Act). Applications from suitable individuals with a certified serious disability and those of equal status are particularly welcome. Salary corresponds to grade TV-L E 13 in the German Public Service Scheme.

We offer a highly motivating environment and ability to work independently. Salary and benefits are according to a public service position in Germany (TV-L E 13). ZFMK advocates gender equality. Women are therefore strongly encouraged to apply. The contract will start as soon as possible, earliest on July 1st 2021 and will initially be restricted to three years. A permanent position will be subject to personal performance reviewed by a commission.

Applications in English, accompanied by supporting documentation (CV, certificates) should be submitted no later than April 11<sup>th</sup> 2021 only digitally to Katharina Ostermann: [www.leibniz-zfmk.de/en/job-portal](http://www.leibniz-zfmk.de/en/job-portal)

**For further information about ZFMK and CeNak please see:** <https://www.leibniz-zfmk.de> and <https://www.cenak.uni-hamburg.de>