



BISHOP MUSEUM

Human Resources and Volunteer Services Department

Botany Department

Botanical Volunteer

The Botany department at the Bishop Museum is looking for volunteers, citizen scientists, botany students, or botanical enthusiasts to be a part of the Plants of Hawaii project. This project is a comprehensive update of our understanding of the Flora of Hawaii and will impact botanical research and conservation for years to come.

- Shift: Hours of Operation M-Th 9am-5pm (minimum 6 hours a week)
- Need: Ongoing; Year Round
- Minimum Age: 18 years or older

This work includes several interrelated tasks.

- Entering image metadata into our database and reviewing plant images donated to the herbarium to make sure that they meet our standards for inclusion on our website. (This work can be done remotely.)
- Entering (copying, pasting, proofreading) previously written species descriptions into our descriptions database for posting to our website. (This work can be done remotely.)
- Conducting literature research and entering data about the species present in Hawaii from several subject matter areas (ethnobotany, toxicity, propagation, cultivation, etc.) to our plant facts database for posting to our website. (This work can be done remotely.)

We also have opportunities in our herbarium for people of all ages or levels of botanical experience to image our specimens and help us data enter those specimens. We will maintain adequate space for social distancing by limiting the number of people in herbarium at any given time. All training is provided

- Shift: Hours of Operation M-Th 9am-5pm (minimum 3 hours a week)
- Need: Ongoing; Year Round
- Minimum Age: 15 years or older

Entomology Department

Entomology Intern

- Shift: Hours of Operation 9 to 5 pm (Minimum 4 to 6 hours a week)
- Need: Ongoing; Year Round
- Minimum Age requirement: 18 Years or older

This entomology program will familiarize interested persons with the diversity of form and function of this planet's most diverse group of animals, the Arthropods (including, Insects, Arachnids, Crustaceans, and more). Interns will learn about and be responsible for educating the public at our interactive



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stations, working in the husbandry of onsite collections, helping out with other daily tasks and special projects. Basic understanding of Biology and Animal Sciences (preferred) Must have a passion for Arthropods and their kin.

Digitization Volunteer

- Shift: Hours of Operation 9 to 5 pm (Minimum 4 to 6 hours a week)
- Need: Ongoing; Year Round
- Minimum Age requirement: 18 Years or older

Help unlock valuable information about the diversity and distribution of parasitic arthropods in the Bishop Museum Entomology Collection by becoming part of the multi-institutional project - Terrestrial Parasite Tracker. We are accepting volunteer Digitization interns to help make these data available to scientists across a variety of disciplines. Interns will help with imaging, databasing, and georeferencing specimen data in our collections. This work will allow us to synthesize thousands of important Hawaiian arthropod records so that the specimens, and their associated data, will be available to help understand and predict the spread of human and wildlife disease. Interns will gain experience in using digital imaging systems, macro photography, photogrammetry, image editing tools, collection management software, arthropod taxonomy, and geography. Good computer skills using Windows 10 is required. Flexible work schedule throughout the summer and fall If interested contact: Jim Boone Entomology Collections Manager, Bishop Museum jamesb@bishopmuseum.org

Institutional Advancement Volunteering Needs

Donor Researcher Intern

- Shift: Hours of Operations 8 – 5 pm Minimum 4 hours a week Monday through Friday
- Need: Ongoing; Year Round
- Minimum commitment 4 hours a week
- Minimum age required for this position is 20 years old

The Institutional Advancement Department is looking for a person who has experience conducting online research. Specifically, this person will be researching possible funders for Museum priorities. Research will include foundations, corporations, individual donors, and other research as needed. Possible for research to be conducted at home but some office hours will be necessary.

Malacology Department

Captive Rearing Intern

- Shift: M-F; Hours of Operation 12 to 6 pm



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- Commitment: Minimum of 2.5-hour blocks of time and at least 5 hours of participation each week, flexible schedule
- Need: Ongoing; Year Round
- Minimum Age requirement: 16 years or older

The malacology collection houses rare, EW (extinct in the wild) Hawaiian land snails with the goal of re-establishing native populations within the island. Captive rearing interns will assist in a wide variety of duties associated primarily with this live land snail collection. These include, but are not limited to, captive rearing of rare and endangered live snails, maintenance of snail habitats and supplies, and census recording of individuals. Initiatives are in partnership with the USDA's Snail Extinction Prevention Program, where outreach and education activities aimed at informing conservation staff of partner agencies and the general public may be required. Due to COVID19 pandemic restrictions, field outings will be limited or on hiatus until further notice. If interested contact: Nori Yeung; Malacology Curator, Bishop Museum, norine@bishopmuseum.org

Data Digitization Volunteer

- Shift: Hours of Operation 10 to 6 pm
- Commitment: Minimum of 2.5-hour blocks of time and at least 5 hours of participation each week, flexible schedule
- Need: Ongoing; Year Round
- Minimum Age requirement: 16 years or older

Help unlock valuable information about the diversity and distribution of Pacific Island land snails in the Bishop Museum Malacology Collection by becoming part of a multi-institutional project. We are accepting volunteer data digitization interns to help make these data broadly available online. Interns will help with the imaging and databasing of historical specimens and associated field notes and mapping of specimen distributions using GIS-based applications. This work will allow us to synthesize thousands of important Hawaiian malacological records so that the specimens and their associated data will be available to help understand and protect against the high extinction rate of land snails. Interns will gain experience in using digital imaging systems, macro photography, image editing tools, collection management databases, mollusk taxonomy, and geography. Good computer skills using Windows 10 and Microsoft Office (Excel) is recommended. If interested contact: Nori Yeung; Malacology Curator, Bishop Museum, norine@bishopmuseum.org

Pacific Center for Molecular Biodiversity (PCMB)

PCMB Volunteer

- Shift options: Monday – Friday (between hours of 9am-6pm)
- Minimum commitment: one 3hr shift per week (prefer at least 2 shifts)



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- Minimum age: 14 with guardian's consent if under 18
- Need: Ongoing

PCMB volunteers will assist laboratory staff with day-to-day operations, including inventorying and databasing tissue, genetics samples and reagents used in the acquisition of DNA sequence data, preparations of solutions, sterilizing supplies, cleaning equipment, and other tasks to needed maintain an organized and stocked lab. After training and experience, volunteers may assist laboratory staff with various projects, and help in sampling tissue and extracting DNA from museum specimens. Required training will be provided. Volunteer candidates should have a basic understanding and interest in biology, natural history, and laboratory procedures, be reliable, organized and have a strong attention to detail.

Depending on time commitment, interests and abilities, volunteers may be assigned to specific projects ongoing in PCMB and be allowed to develop more advanced skills as they contribute to our broader understanding of the natural and cultural history of the Hawaiian islands and the broader Pacific.

Examples of projects include:

- Screening snail hosts for parasites (in collaboration with the Malacology Department)
- Barcode (DNA sequence) assisted taxonomy for identification of native and non-native species in Hawaii (collaborative with multiple departments in Natural Sciences in conjunction with the Hawaii Biological Survey)
- DNA based sex determination of sea birds from feathers, eggs, or blood samples
- Investigation of hybridization among native and non-native sandalwood trees in Hawaii. (in collaboration with Botany)
- Biogeography and systematics of shipworms in Hawaii and across the Pacific (in collaboration with Malacology and visiting researchers from Oregon Institute of Marine Biology)
- DNA based identification of cultural and archeological artifacts from Hawaii and the Pacific (collaboration with Ethnology, Archeology, Botany and more)
- Ancient DNA analysis from extinct species

Press – Library and Archives

Press Sales and Marketing Assistant

- Shift: 10 am – 2 pm 3-5 days/week
- Need: during Summer (July-August) open to convenience scheduling in 4 hours blocks.
- Minimum commitment is 100 hours
- Minimum age required for this position is 17 years old (with parental waiver)
- Must be able and willing to lift materials or equipment over 25 lbs.



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- Minimum training required. Interest in publishing and/or Pacific scholarship a plus.

Sales Assistant aids the Operations Manager in daily operating tasks. These include customer service via phone, processing of online orders, shipping, and maintaining the online store. The sales assistant will also review existing Press products and draft social media content. They will also participate in inventory and data management as the Press Department prepares its new product storage space and continues to digitize its resources.

Registrar Department

Registration Intern

- Shift: Hours of Operation M-F 9am-5pm (minimum 6 hours a week)
- Need: Ongoing; Year Round
- Minimum Age: 18 years or older

The Registration intern is responsible for assisting the Registrar in maintaining transactions records. This includes organizing accession, loan, and deaccession records, both in physical files and digitally. Responsibilities will include: adding new records to the Registration database; cross referencing database records with registration records and updating accordingly; and working with collections staff and their records to ensure proper paperwork procedures within the department. Candidate should have a strong attention to detail and organizational skills.

Visitor Experience Volunteers Needed

School Hosts

- Shift:
 - AM 08:45-1:00 5 days/week; 1-5 per during the schoolyear
 - SUMMER 08:45-5:00 5 days/week by camp demand
 - Need: during the school year and for camp support, open to convenience scheduling in 4 hours blocks.
 - Minimum commitment is 100 hours on the floor = 25 shifts/year
 - Minimum age required for this position is 17 years old (with parental waiver)
- School group hosts help to welcome teachers and their classes, pair with a school group on their itinerary through the day, help the teacher navigate the campus, and support student needs for bathroom breaks, lunch seating, and behavior monitoring in the galleries. School group hosts may schedule numerous volunteer shifts within a week to help accomplish the minimum time commitment.
- Training: Minimum training required. Host must pass a follow-shadow exercise to be on the floor. Approximate time in training: 6 hours. Training conducted bi-annually or by demand.



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- “Camp Aid” school hosts require an additional 4 hours of training beyond the School host training.

Wayfinding and Exhibit Greeters

- Shift:
 - AM 9:00-1:00 7 days/week; 1 per
 - MID 11:00-3:00 7 days/week; 1 per
 - PM 1:00-5:00 7 days/week; 1 per
- Need: Ongoing
- Weekly shift commitment is requested with a minimum commitment of 100 hours on the floor = 25 shifts/year.
- Minimum age required for this position is 16 years old. (with parental waiver)
- Greeters help extend the warmest Aloha to our visitors by welcoming them in to the museum in various locations/buildings around campus. Greeters will assist with Wayfinding and help answer basic questions. Greeters will be standing at their posts for the majority of their shifts.
 - Training: Minimum training required. Training conducted annually or by demand.

Museum Wide Special Events

Special Events/Member Previews

- Varies: 2 to 5 hours
- Needs: Ongoing
- No Minimum Commitment; Year Around
- Minimum age required 15, or 14 and under with adult supervision