



# Butterfly Curator

## Lewis Ginter Botanical Garden

<b>Manager:</b>	Kristin Thoroman		
<b>Department:</b>	Admin.	<b>Job Category:</b>	Category 3
<b>Location:</b>	Henrico, VA	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	\$11/hr.	<b>Exempt/Non-exempt:</b>	Non-exempt
<b>Contact:</b>	kristint@lewisginter.org	<b>Position Type:</b>	Part-time Seasonal (25-35 hrs/wk) March 19-October 19, 2018
<b>Date Posted:</b>	January 31, 2018	<b>Posting Expires:</b>	Feb. 12, 2018

### **Garden Overview**

Lewis Ginter Botanical Garden was founded in 1984 as a community oriented, non-profit garden. After 33 years of rapid growth, the Garden now encompasses 82 acres, four lakes, 5,500 unique taxa of plants within 15 distinct outdoor gardens, 11 major buildings including a conservatory and greenhouse, plus an 80-acre branch site, the Lewis Ginter Nature Reserve. In 2016 we welcomed, taught, energized, and engaged over 450,000 guests with stunning botanical displays, inspiring exhibitions, entertaining activities, and over 900 formal and informal education offerings. We embarked on new and promising community engagement initiatives through the Beautiful RVA movement. We updated the strategic plan and completed our new master site plan. Our 100 full- and part-time staff joined with 650 volunteers and 13,700 member households to live into the Garden's mission to connect people through plants to improve communities.

We accomplish our mission through a broad variety of mission related activities and auxiliary business services. We try to pattern ourselves on extraordinary programs and institutions nationwide, and where there are no examples, we intend to lead. We aspire to be a Garden that is representative in every way of the diverse community we serve.

### **Job Description**

As a member of the Butterflies LIVE! team, this position assists with the daily operation of the butterfly display, including butterfly rearing and release, plant care, volunteer supervision, and providing an excellent interactive visitor experience while interpreting the Butterflies LIVE! exhibit.

### **Responsibilities**

- Managing daily operations of the butterfly wing of the conservatory and the emergence room. Tasks include:
  - Tracking emergence data on an electronic spreadsheet

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- Preparing, cleaning, and maintaining enclosures
- Daily cleaning of the emergence room and exhibit space
- Releasing butterflies into the exhibit
- Preparing and maintaining nectar stations within the exhibit
- Maintaining inventory of all necessary supplies
- Works with the Exhibitions Manager to ensure USDA approved standard operating procedures of the facility are met.
- Leads interpretive efforts within the exhibition:
  - Warmly welcomes visitors while reviewing “butterfly etiquette” with students, teachers and general Garden visitors.
  - Works with *Butterflies LIVE!* team, volunteers, and Exhibitions Manager to prepare and present informal programs and interpret the exhibition for Garden visitors.
  - Ensures that all necessary supplies are in stock for all programs.
  - Updates interpretive signage, including butterfly ID labels, as necessary.
- Assists with training and daily supervision of volunteers working in the exhibit and the entry/exit vestibule.
- Assists the Conservatory Horticulturist with basic plant care and pest control.
- Contributes to PR/Marketing efforts to educate and inform. This may include:
  - Creating content (photos and descriptions) and posting to Facebook
  - Writing and publishing blog posts using the WordPress platform.
  - Participating in interviews for Facebook Live, media requests, etc.

### **Each Employee of Lewis Ginter**

- Must comply with provisions of the current Employee Handbook, all published personnel policies and the requirements of their individual job descriptions
- Must perform all duties in a manner consistent with a public garden serving multigenerational families, and in accordance with directed practices and procedures
- Must be aware of surroundings, and vigilant to any possible threat to the safety of visitors, volunteers, and staff or to their property and ensures all concerns are reported promptly
- Must report all mishaps, injuries and incidents immediately and ultimately in writing to supervisor(s) and to the Executive Director
- Must ensure compliance with all applicable federal and state laws and regulations
- Must perform other duties as assigned by supervisor

### **Physical Demands/Working Conditions**

- Must be able to lift 50 pounds repeatedly.
- Must be able to work in seasonal extremes – high temperature and high humidity.
- Must be able to bend, squat, kneel, stand and walk for extended periods of time.

Note: Duties described above, other duties and physical demands have been identified as essential.

### **Skills and Abilities**

- Ability to communicate effectively with people at all levels.
- Comfortable interacting with garden visitors.
- Strong verbal communication and organizational skills.
- Ability to work independently as well as have strong team orientation; innovative and creative.
- Understanding of design and delivery of high-quality, interactive programs for children/adults.
- Prior teaching experience preferred but not necessary.
- Prior horticulture and plant care experience preferred.
- Energetic, personable, self-motivated.
- Must be willing and able to work weekends and holidays.
- Working knowledge of computers and basic Microsoft Office Suite skills.

- Time management skills and the ability to prioritize tasks.
- Willingly and cheerfully integrates work within assigned areas with the efforts of other departments (education, operations, volunteers, garden shop, facility rental, public relations, development and security).

**Education and Experience**

- Student or graduate in education, entomology, horticulture, environmental sciences, botany, biology, agriculture, or related field is required.
- Other combinations of education/experience appropriate to the job will be considered.

Please submit cover letter, resume and completed Lewis Ginter Job Application to: Kristin Thoroman, Exhibitions Manager, at [kristint@lewisginter.org](mailto:kristint@lewisginter.org)