

# LIBRARIAN EDUCATION/EXHIBITIONS DEPARTMENT



<b>Direct Supervisor:</b>	Kristin Thoroman, Director of Education and Exhibitions		
<b>Department:</b>	Education and Exhibitions	<b>Job Category:</b>	Category 1
<b>Location:</b>	Richmond, VA	<b>Travel Required:</b>	Local
<b>Level/Salary Range:</b>		<b>Exempt/Non-exempt:</b>	Non-exempt
<b>Contact:</b>		<b>Position Type:</b>	
<b>Date Posted:</b>	August 7, 2018	<b>Posting Expires:</b>	Until Filled

## **Garden Overview**

Lewis Ginter Botanical Garden was founded in 1984 as a community oriented, non-profit garden. After 34 years, 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. Open year round, in 2017 we welcomed, taught, energized, and engaged over 400,000 guests with stunning botanical displays, inspiring exhibitions, entertaining activities, and over 800 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 continued priority project planning within the scope of the 2016 master site plan. Our 100 full- and part-time staff joined with 650 volunteers and 13,000 member households to live into the Garden's mission to connect people through plants to improve communities.

We do this through a broad variety of mission related activities and enterprise 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 core member of the Education and Exhibitions team, the Librarian is responsible for creating an inspiring, welcoming, experiential space designed to engage and educate guests. She or he supervises and oversees the daily operation of the Lora M. Robins Library, archives, herbarium, and art/artifact collections of the Garden. The Librarian maintains the non-living collection catalog and other databases, and staffs the Horticulture HelpLine.

The Library houses over 7,000 items related to botany, horticulture, garden design, floral design and garden history, which includes over 800 children's books and teacher resources. Library holdings also include several special and rare collections, as well as the Garden's archives and herbarium. The Librarian position is full-time (category 1), and contributes to the advancement of the Garden's educational mission and excellence in guest services.

**LEWIS  
GINTER  
BOTANICAL  
GARDEN**

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## **Responsibilities**

- Invite, welcome, and celebrate individuals from diverse communities through innovative programming and creative use of the space.
- Provide reference services to Library and archives guests and Horticulture HelpLine users.
- Train, supervise and schedule volunteers to provide excellent guest service in the Library.
- Develop creative displays or exhibits that complement broader Garden events, exhibitions, and programming or highlight Library collections.
- Collaborate with Education/Exhibitions staff to develop experiential programming – both formal as well as informal drop in opportunities -- that engage, educate, and inspire guests of all ages.
- Acquire materials following guidelines set forth in the Garden's Non-Living Collections Policy.
- Evaluate the collections for additions, replacements, and de-accessions.
- Work closely with other departments where collections are maintained (Children's Garden, Horticulture).
- Manage the receipt and disposition of gift materials.
- Develop and maintain procedural manuals for volunteers and the Librarian's handbook.
- Keep statistics on activity, usage, collection size/changes, and expenses.
- Manage record keeping for library materials, archives, art/artifacts, herbarium, and photo collections.
- Manage the Horticulture HelpLine.
- Manage the automated library management system, GeniePlus.
- Use appropriate social media platforms to promote the Library and its collections.
- Manage the herbarium, archives, and Library spaces.
- Maintain Library facilities to support multiple roles: research, education, meeting, events, and exhibits.

## **Additional Duties**

- Recommends and monitors essential expenses to support Library activities.
- Participates in staff training and department meetings.
- Stays informed of community activities and relevant collections of local cultural institutions.
- Represents the Garden in the Council on Botanical and Horticultural Libraries national association.
- Covers weekend, evening, and holiday hours, as needed.
- Performs all other duties assigned by direct supervisor.

## **Skills and Abilities**

- Excellent written and verbal communication skills, including public speaking and group facilitation.
- Personable, diplomatic, and solution-oriented.
- Energetic, self-motivated, creative, and innovative.
- Well-organized and detail-oriented, able to work independently as well as in a team environment.
- Technical proficiency with computers, databases, Microsoft software programs, and social media platforms.

## **Each employee of Lewis Ginter Botanical Garden**

- Must comply with provisions of the current Employee Handbook, all published personnel policies and the requirements of their individual job descriptions
- Must conduct herself or himself and perform all duties in a manner consistent with a public garden serving multigenerational and multicultural individuals and families, and in accordance

with directed practices and procedures

- Must be aware of surroundings and vigilant to threats to the safety of visitors, volunteers, and staff or to security of their property, ensuring that 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**

- The librarian is provided an indoor computer work station.
- The position requires familiarity with all public areas of the 82-acre Garden property.
- *Note: Duties described above, other duties and physical demands have been identified as essential functions as required by the Americans with Disabilities Act.*

### **Education and Experience**

Preferred: Master's degree in library science, art/archives management, or related field of study.

Required: Library experience in a management or supervisory role. Excellent communication and computer skills.

Please submit cover letter, resume, and Lewis Ginter Botanical Garden Job Application to Kristin Thoroman, Director of Education and Exhibitions, at [kristint@lewisginter.org](mailto:kristint@lewisginter.org)