



# PLANT RECORDS CURATOR

## Lewis Ginter Botanical Garden

<b>Direct Supervisor:</b>	John Morse, Director of Horticulture		
<b>Department:</b>	Horticulture	<b>Job Category:</b>	Category 1
<b>Location:</b>	Richmond, VA	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	Commensurate w/ experience	<b>Exempt/Non-exempt:</b>	Non-exempt
<b>Contact:</b>	John Morse johnm@lewisginter.org	<b>Position Type:</b>	Full-time (37.5 hours / week)
<b>Date Posted:</b>	March 28, 2019	<b>Posting Expires:</b>	Open until filled

### **Garden Overview**

Lewis Ginter Botanical Garden was founded in 1984 as a community oriented, nonprofit garden. After 34 years, the Garden now encompasses 82 acres, four lakes, 5,700 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 2018 we welcomed, taught, energized, and engaged nearly 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 12,000 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.

Our Horticulture staff exhibits a tireless commitment to creating new and innovative gardens and displays that delight and inspire visitors of all ages and from all backgrounds. We are dedicated to demonstrating the use and cultivation of a wide palette of native and exotic plants suitable for use in Central Virginia and strive to maintain our collections to the highest standards in an environmentally responsible way. We think independently, work collaboratively, and are unified in our passion for horticulture. We come from diverse backgrounds and celebrate different ways of being, in ourselves and in others.

**LEWIS  
GINTER  
BOTANICAL  
GARDEN**

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Our plant collections contain 8,200 living accessions that represent 5,700 native and non-native taxa of horticultural merit that are suited to cultivation in central Virginia. Our core outdoor collections include azaleas, magnolias, dogwoods, pitcher plants, conifers, and Virginia native plants, and our indoor collections focus on orchids, palms, and bromeliads. Our Strategic Plan makes clear our goal to expand our plant collections, improve documentation, and facilitate access via the Internet. In addition, we strive to electronically map the herbaceous collections at our Richmond campus (woody taxa already mapped) and the 12,000 azaleas and rhododendrons at the Lewis Ginter Nature Reserve.

Our next Plant Records Curator will be an enthusiastic and detail-oriented individual who is familiar with plant records management processes and procedures. He / she will have strong organization and curation skills, be able to work independently and collaboratively, and will possess a keen interest in plants of all types. In addition, the ideal candidate will be forward thinking, accepting of change, and have a strong commitment to public horticulture.

### **Position Description**

The Plant Records Curator is responsible for maintaining all plant related records including the plant records database, files of plants received, accession tags and display labels, and electronic maps. This position works under the general supervision of the Director of Horticulture and reports to the Horticulture Manager for the coordination of daily activities, attendance, and other operational procedures.

### **Responsibilities**

- Accession all woody and herbaceous plants at the Lewis Ginter Botanical Garden and the Lewis Ginter Nature Reserve in accordance with accessioning protocols.
- Maintain IrisBG plant records database files including plant accessions, names, locations, and sources. Update files on a regular basis to accurately reflect the composition of the living collections including plant-outs and removals.
- Maintain electronic maps of woody and herbaceous collections using IrisBG Garden Explorer and GPS transmitter. Update maps on a regular basis.
- Serve as primary institutional contact with IrisBG technical staff. Troubleshoot database problems and coordinate periodic software upgrades.
- Identify plants using botanical references and by comparison with other named specimens.
- Verify plant names using botanical references. Update plant record database to reflect nomenclatural changes.
- Maintain accurate labeling; coordinate and produce embossed aluminum plant accession tags and engraved plastic display labels and affix them to plant specimens in the field. Oversee tag embosser and label engraver operation by staff and volunteers.

### **Additional Responsibilities**

- Coordinate periodic inventories of the plant collections.
- Review collections for proper identification using taxonomic keys, herbaria, and other references.
- Track plant specimens that are part of the garden's Memorial Tribute Program, including plant name and location, recipient and donor name, contact information, memorial wording, etc.
- Supervise the plant records activities of seasonal staff, interns, and volunteers.
- Maintain plant records supplies including accession tag blanks, display label engraving stock, and mounting stakes and wire. Submit requisitions for purchases.
- Provide information on LGBG plant collections to staff, board members, donors, horticultural professionals, and the public in the form of plant lists and maps for the production of reports, newsletters, blog posts, brochures, press releases, etc.
- Assist with preparation of yearly *Index Seminum* international seed exchange.
- Participate in garden-wide events, exhibitions, and group projects, when required.
- Assist with preparation of Plant Records budget.

- Work collaboratively with other divisions to fulfill the Garden's mission and accomplish its goals.
- Perform other duties as assigned by the Director of Horticulture or his/her designee.

### **Skills and Abilities**

- An understanding of standard plant collections curatorial practices and procedures.
- Familiar with IrisBG collections management software and IrisBG Garden Explorer GIS software.
- Ability to identify a wide variety of trees, shrubs, vines, herbaceous perennials, and annuals suitable for cultivation in central Virginia. Familiarity with tropicals helpful.
- Familiar with horticultural taxonomy.
- An understanding of the principals of horticultural nomenclature.
- Willingness to work with staff of all ages and from all backgrounds.

### **Education and Experience**

- A Bachelor's degree in Horticulture, Botany, Plant Science, or a related field.
- Two years professional experience managing and maintaining botanical garden records.
- Proficiency in the use of IrisBG Collections Management Software and Microsoft Office applications is required.
- Possession of a valid driver's license.
- Other combinations of education / experience appropriate to the job will be considered.

### **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**

- Must be able to lift 50 pounds repeatedly.
- Must be able to work out-of-doors and in an enclosed conservatory in Central Virginia seasonal extremes.
- Must be able to bend, squat, kneel, stand and walk for extended periods of time.

Note: the duties described above have been identified as essential functions as required by the Americans with Disabilities Act.

**Please submit cover letter, resume, and Lewis Ginter Botanical Garden Job Application to John Morse, Director of Horticulture, at [jmorse@lewisginter.org](mailto:jmorse@lewisginter.org)**