



LIBRARY AND ARCHIVES MANAGER

EDUCATION & EXHIBITIONS DEPARTMENT

Direct Supervisor:	Director of Education and Exhibitions		
Department:	Education and Exhibitions	Job Category:	Category 1
Location:	Richmond, VA	Travel Required:	Local and regional
Level/Salary Range:	Commensurate with experience	Exempt/Non-exempt	Non-exempt
Contact:	hr@lewisginter.org	Position Type: (FT / PT)	FT
Date posted:		Posting Expires:	

Garden Overview

Mission

Lewis Ginter Botanical Garden's mission is connecting people through plants to improve communities.

Vision

Lewis Ginter Botanical Garden, including the Lewis Ginter Nature Reserve, reveals the unity and integration of human and plant life, celebrates the fundamental significance of the natural world, and enriches communities through horticultural and educational excellence and innovative outreach activities.

Values

Responsibility, Innovation, Integrity, Hospitality and Inspiration

Founded in 1984, Lewis Ginter Botanical Garden is a nonprofit garden located in Richmond, Virginia's Lakeside neighborhood. The Garden 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. Annually, Lewis Ginter engages over 17,000 students in innovative and exciting education programs. This cadre of identified learners is just a fraction of the more than 400,000 annual visitors to the Garden. In recent years, the Garden has been honored with inclusion in several top ten lists for botanical gardens in North America.

**LEWIS
GINTER
BOTANICAL
GARDEN**

1800 Lakeside Avenue
Richmond, VA 23228
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lewisginter.org

Lewis Ginter Botanical Garden is an Equal Opportunity Employer. We do not discriminate on the grounds of race, color, religion, sex, age, disability or national origin in the hiring, retention, or promotion of employees. We support the diversity and inclusion policy adopted by The American Public Gardens Association: to create an equitable, diverse and inclusive culture where the contributions of all community members are valued, respected and appreciated.

Job Description

As a core member of the Education and Exhibitions team, the Library and Archives Manager is responsible for creating an inspiring, welcoming, experiential space designed to engage and educate guests. They will supervise and oversee the daily operation of the Lora M. Robins Library, institutional archives, herbarium, and art/artifact collections of the Garden. The Library and Archives Manager 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, as well as over 600 children's books and teacher resources. The Library and Archives Manager position is full-time (category 1), and contributes to the advancement of the Garden's educational mission and excellence in guest services.

Responsibilities

- Foster relationships across departments, as well as with external organizations and individuals, to implement innovative programming, outreach services, and exhibits
 - Create botanical and horticultural exhibits and displays that relate to Library collections
 - Invite, welcome, and celebrate individuals from diverse communities through innovative programming and creative use of space
- Provide reference services to Library and archives users
 - Prepare bibliographies, research guides, and reading lists
 - Manage the Horticulture HelpLine

- Train, manage, and schedule a team of 30+ Library volunteers who provide reference and circulation services to all Library visitors, with customer service a priority
 - Develop and maintain procedural manuals for volunteers and the Librarian's handbook
- Maintain book and non-book collections, including digital assets and cultural objects
 - Responsible for ensuring the optimal functioning of the integrated automation system; ensures appropriate preservation of essential data and records
 - Evaluate the collections for acquisition, replacements, and de-accessions
 - Administer the selection of materials to be added to the library collection, including books, periodicals, A-V, and special collections (rare books, art objects, etc.) following guidelines set forth in the Garden's Non-Living Collections Policy
 - Responsible for all aspects of processing archival, manuscript, and photography collections, setting up processing priorities, procedures and guidelines, creating finding aids, and preparing catalog records
 - Oversee the inventory, control, preservation, and conservation of heritage and cultural objects collections
 - Responsible for digital asset management, overseeing the operational control, and organization of image collection assets
 - Manage the receipt and disposition of gift materials
 - Prepare reports, records, and statistics
- Manage the herbarium, archives, and Library spaces
 - Maintain Library facilities to support multiple roles: research, education, meeting, events, and exhibits
 - In collaboration with PR & Marketing team, maintain Library webpage and use social media platforms to promote the Library and its collections
- Establish and implement the strategic direction for Library operations to align with the Garden's strategic plan, mission, and values

Additional Duties

- Assists with Library and archives budget expenses and coordinates with Director of Education and Exhibitions
- Actively participates in staff training and department meetings
- Stays current with community activities and relevant collections of local cultural institutions
- Represents the Garden in the Council on Botanical and Horticultural Libraries national association
- Occasional weekend, evening and holiday hours, as needed

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

Employees 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 perform all duties in a manner consistent with a public garden serving multigenerational and multicultural individuals, families 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 injuries and incidents immediately and ultimately in writing to supervisor(s) and to Human Resources.
- 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.

To apply, please send cover letter and resume to hr@lewisginter.org