

DIRECTOR OF LIBRARY AND ARCHIVES



Direct Supervisor:	Vice President, Learning and Engagement		
Department:	Learning and Engagement	Job Category:	Category 1
Location:	Richmond, VA	Travel Required:	Local
Level/Salary Range:	\$50,000-\$60,000	Exempt/Non-exempt:	Exempt
Contact:	hr@lewisginter.org	Position Type:	FT
Date Posted:	March 27, 2023	Posting Expires:	Until Filled

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 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.

**LEWIS
GINTER
BOTANICAL
GARDEN**

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Job Description

The Director of Library and Archives is responsible for fostering an inspiring, inclusive, experiential space to engage and educate guests. They oversee a team of part time staff, volunteers, and workforce development students who support collections management and daily operations. They ensure the development and implementation of programming for all ages, including story time, temporary exhibits, outreach programs, and Garden-wide special events.

The Director of Library and Archives is responsible for the oversight of the Lora M. Robins Library, institutional archives, herbarium, and the Garden's art and artifact collection. They collaborate cross-departmentally to align library services with strategic objectives as well as to improve the use and understanding of learning resources in the library's collection. This position provides intellectual control and administrative support for the Library's collections and information resources.

We are committed to elevating diverse backgrounds and experiences that aren't currently represented on our team. We value the opportunity to work with individuals from different cultures and understand that like diverse ecosystems, diverse workplaces are needed for success. We encourage candidates from underrepresented identities and experiences to apply.

Responsibilities

Ensures access to the Garden's non-living collections for all ages and abilities through innovative programming, outreach, and exhibits:

- Provides weekly story time for early learners and families.
- Leads the development and implementation of botanical and horticultural exhibits featuring the library collections and/or regional artists that enhance Garden-wide themes and seasonal exhibitions.
- Maintains the circulating seed library and provides community access through off-site events and programs.
- Collaborates with the Adult Learning team to incorporate the non-living collections into classes, workshops, and programs.
- Manages the Library space to support multiple roles: family engagement, meetings, research, programs/events, and exhibits.

Manages the non-living collections, including digital assets and cultural objects:

- Responsible for ensuring the optimal functioning of the integrated library system; ensures appropriate preservation of essential data and records.
- Evaluates the collections for acquisition, replacements, and de-accessions, following guidelines set forth in the Garden's non-living collections policy; manages the receipt and disposition of gift materials.
- 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.
- Oversees 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.

Provides administrative oversight for daily operations and essential functions:

- Establishes and implements the strategic direction for Library operations to align with the Garden's strategic plan, mission, and values.
- Hires, onboards, trains, mentors, and coaches Library staff, volunteers, and workforce development students; develops and maintains standard operating procedures and training

materials.

- Manages the Library and Archives budget.
- Collaborates with the Advancement team on grant proposals, administration, implementation, and reporting.
- Collaborates with the Marketing team on the Library's webpage and social media promotion.
- Tracks circulation and attendance numbers; prepares reports, records, and statistics.

Skills and Abilities

- Must be a self-directed, creative, and innovative thinker.
- Strong interpersonal, management, written, analytical and verbal communication skills are required; communicates effectively with diverse ages, backgrounds and all abilities.
- Personable, diplomatic, adaptable, and solution-oriented.
- Well-organized and detail-oriented.
- Technical proficiency with integrated library systems, databases, Microsoft software programs, WordPress and social media platforms; comfort with learning new systems and digital tools.
- Ability to productively switch between multiple tasks/types of work within a single day.
- Ability to handle day-to-day operations while also planning months ahead.
- Ability to work independently as well as in a team environment; must be able to initiate, build and sustain relationships with fellow staff, volunteers, and community partners.
- Proficiency in conversational Spanish desirable.
- Must be prepared to work weekends, evenings, and occasional holidays, ensuring access to the Library during peak visitation.

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 the 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 Human Resources.
- Must ensure compliance with all applicable federal and state laws and regulations.
- Must perform other duties as assigned by supervisor.
- Have proof of a COVID-19 vaccine.

Physical Demands / Working Conditions

- The Director of Library and Archives 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

- Master's degree in library science, art/archives management, or related field of study.
- Minimum two years of library and/or archives experience.
- Prior experience in a management or supervisory role.