



Alaska
Botanical
Garden

Position	Gardens and Collections Assistant
Status	Seasonal, part-time up to 36 hours/week (May – August)
Closing Date	April 13 th , 2020 5:00 PM
Start Date	May 18 th , 2020
Rate	\$16.00 hourly

Job Description

The Alaska Botanical Garden is an independent non-profit living museum dedicated to Science, Education, and Recreation. As such, a large part of our efforts are dedicated to our plant collections. The Garden is looking for a dedicated individual to help with managing the plant collections and garden maintenance. This includes field (bed) verification of plants, database work, printing signage, and photography. These duties will require the use of collections management software (IrisBG). In addition, this position will assist with ongoing maintenance of gardens. This position will require potting, weeding, watering, and transplanting of young plants as well as perennial divisions and other horticulture maintenance. This position is very plant focused and requires an individual with experience with plant curation. In addition, the individual will be expected to regularly oversee and manage volunteers.

Required Duties & Responsibilities

- Works indoors and outdoors in a variety of weather conditions performing planting and routine maintenance of plants
- Works with IrisBG plant records database as well as mobile devices used for photos and field verifications
- Utilizes Microsoft Publisher and Word to create plant signage
- Applies a range of organic gardening practices including but not limited to transplanting, staking, pruning, deadheading, fertilizing, etc.
- Safely utilizes and maintains common hand tools related to gardening. Ability to lift and carry 50 lbs, work with wheel barrels.
- Works directly with staff and volunteers
- Interacts with visitors, volunteers, and donors with the highest level of respect and professionalism

Required Education and Experience

- At least two years/seasons of experience related to maintaining horticultural collections or in a greenhouse production environment
- Basic knowledge of gardening in Alaska or a similar climate
- Awareness of safety issues related to wildlife management, specifically bears and moose
- Must be at least 18 years of age at the time of hire

Preferred Qualifications

- Degree or certificate in horticulture, botany, landscape management, or similar
- Familiar with basic computer operations, preference given to database management
- CPR certification

To apply, email resume and cover letter to garden@alaskabg.org

Refer to position title in the subject line.

The Alaska Botanical Garden is an equal opportunity employer. Appointment to this position is conditional upon a satisfactory background check.