



San Francisco Botanical Garden Society

Job Description

Position Title: Plant Records Manager

Full or Part Time: Full Time

Regular or Temporary: Regular

Exempt or Non-exempt: Non-exempt

Salary: Dependent on experience

MISSION

The mission of San Francisco Botanical Garden Society is to create, sustain and interpret a distinct, documented collection of Mediterranean, mild temperate and tropical cloud forest plants displayed in designed gardens and to provide a place of exceptional beauty and natural sanctuary. San Francisco Botanical Garden Society builds communities of support for the Garden and expands people's understanding and appreciation of plants.

ABOUT SAN FRANCISCO BOTANICAL GARDEN

San Francisco Botanical Garden is a well-loved community institution known for its stunning displays of more than 8,500 different kinds of plants from around the world. The Garden is a sanctuary for rare and endangered plants and is an incredible resource for learning about all living things and the importance of plants for our own survival. Because of San Francisco's topography, its mild Mediterranean climate and coastal fog, plants from six continents can flourish here. The collections are organized primarily by geography which allow visitors to step into landscapes of other continents.

The Garden is managed through a public/private partnership between the San Francisco Botanical Garden Society (SFBG) and San Francisco Recreation & Parks Department (SFRPD). Last year, the Garden welcomed more than 450,000 visitors and 13,000 children for educational programs.

About the Position

San Francisco Botanical Garden Society (SFBGS), a 501(c)(3) nonprofit, is seeking a highly motivated individual with strong botanical knowledge and experience in plant collections database management, who will perform curatorial field work, and who is enthusiastic about sharing their plant passion with others.

The Plant Records Manager will play an important role within San Francisco Botanical Garden. The Garden is looking for an individual who is a builder and team player, someone who is committed to helping the Garden reach the highest levels of excellence and is excited about the opportunity to work with dedicated staff to develop a strong team that will continue to strengthen and improve all aspects of the Garden's curatorial and plant collections management operations. The Plant Records Manager should be able to think holistically and strategically about the Garden, as well as perform assigned functions, anticipate opportunities and needs for collaboration and coordination, think and perform

duties across functions, and act at all times, internally as well as externally, as an ambassador for the Garden.

Responsibilities

Manage Living Collections Inventory

- Inventory collections, reconciling catalogued records of plants with current living collection
- Document, label, and track plant collections according to best accepted practices for botanical gardens
- Maintain and support plant accessions database, tracking all specimens according to criteria outlined in Plant Collections Policy
- Assist in the location and identification of specimens within the collection
- Participate in design and development of plant accessions database, expanding content, accessibility, and functionality
- Assemble information resources on collections in accessible formats

Develop and Maintain Collections Signage

- Oversee manufacture and installation of all Garden signage developed by Curatorial Department
- Coordinate Engraving Room activities
- Supervise maintenance of Engraving Room equipment and facilities
- Train and supervise Curatorial Assistant
- Oversee maintenance and inventory of existing interpretive signs

Support Curatorial Department Plans and Initiatives

- Maintain plant import and export permits
- Assist in development and maintenance of collections
- Participate in efforts to train staff, volunteers, and interns
- Attend relevant conferences, symposia, and institutional meetings
- Assist visiting researchers and horticultural professionals

Qualifications

- Bachelor of Science degree in related field (botany, plant biology, horticulture)
- At least three years of experience in a botanical garden or similar setting, including experience inventorying collections and managing a plant records database; experience with FileMaker Pro is a plus
- Knowledge and experience with curatorial best practices
- Strong botanical knowledge complemented by horticultural understanding and practice is required
- Knowledge and experience with Mediterranean climate zone, cloud forest and other collections found at the Botanical Garden strongly preferred
- Understanding of conservation best practices within the parameters of a public botanical garden strongly preferred
- Experience training and working with volunteers ; working with a public partner also important

Expectations

- Excellent organizational and database management skills
- Ability to communicate effectively, both orally and in writing

- A collaborative work ethic, with a strong ability to work independently
- Willingness to step in where and when needed
- Ability to prioritize tasks and manage time
- Ability to assess current operations, identify needed improvements, and work collaboratively to vet options and integrate changes
- Must be able to engage in a range of physical activity, including standing or sitting at a desk and computer, walking (sometimes on uneven surfaces) and working outside in varying weather conditions – all for extended periods of time. Must also be able to climb a flight of stairs and lift/carry objects up to 30 pounds.

This list of responsibilities and expectations is not meant to be all-inclusive and may be expanded to include other responsibilities and expectations that management may deem necessary from time to time.

How to Apply

Please submit resume and cover letter outlining background, experience, interest and salary requirements via email with subject line “PLANT RECORDS MANAGER” to jobs@sfbg.org. Interested applicants should apply at their earliest convenience. No phone calls please. San Francisco Botanical Garden Society is an Equal Opportunity Employer and welcomes applications from individuals who will contribute to its diversity.