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Title	Reports to
Horticulture Collections Assistant	Plant Collections Curator

Status	Salary
Part-time/Temporary	\$16.75/hour
Non-Exempt	

The Horticulture Collections Assistant will assist the Plant Collections Curator in performing daily tasks to identify, develop, and establish plant collections at the Idaho Botanical Garden (Garden). This position works with the Horticulture Department to assist in curating and documenting multiple garden areas with a variety of corresponding plant collections that contribute to the overall health, purpose, and beauty of the Garden. The following items are anticipated responsibilities, and proficiencies that you will encounter and learn about during your time here at the Garden.

### Responsibilities

- Gain exposure to the proper identification and accurate labeling of plant species in the Garden
  - Using IrisBG (accessioning)
  - Using Taggit Pro (label making)
  - Using TreePlotter (tree inventory)
  - Researching plant labeling/label making.
- Assist with plant collection and plant records management.
- Responsible for assisting in mapping irrigation, infrastructure, utility, and plants using specialized software (CAD, ArcGIS, GPS, etc.)
- Ensure inventory and mapping of plant collections is accurate and updated.
- Daily tasks involve a balance of field and office work, working independently and collaborating with other staff and volunteers.
- Demonstrates thoroughness and looks for ways to assist the Horticulture Collections Curator.
- Must have a keen eye for garden detail.
- Responsible for upholding all guidelines related to safety, equipment operations, and maintenance tasks.
- Other Plant Collections related duties as assigned.

## Skills, Specifications, & Experience

- Up to one year of professional experience in the horticulture, botany, or agriculture field is desirable.
- Possesses a friendly, polite, service-oriented demeanor while interacting and working near staff, volunteers, and garden guests.
- Behaves and communicates in a manner that promotes and fosters a culture of teamwork and cooperation with internal and external guests.
- Focuses on solving conflict; approaches others in a tactful manner; accepts responsibility for own actions; follows through on commitments; remains open to new ideas and approaches.
- Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.
- Ability to carry up to 50lbs.
- Ability to work in various weather conditions such as cold, heat, snow, or rain.

## Requirements

- Proficient at plant identification, specifically plants native to the Intermountain West and common ornamental plants used in Treasure Valley gardens
- Attention to detail and good penmanship
- Demonstrate complete attendance and punctuality for the agreed upon schedule.
- You may also be assigned a specific area of responsibility and special project to research or assist in research.
- Ability to use computers for tasks such as email correspondence, Microsoft Suite calendar scheduling and basic Microsoft Suite (Word, Excel).
- A valid Idaho driver's license and clean driving record.
- Ability to occasionally work weekends.

## To Apply

Submit resume and cover letter to [hire@idahobotanicalgarden.org](mailto:hire@idahobotanicalgarden.org)