

Plant Recorder

New England Botanic Garden at Tower Hill, PO Box 598, Boylston MA 01505, 508-869-6111

Direct Manager:	Director of Horticulture		
Department/Group:	Horticulture	Job Category:	<ul style="list-style-type: none">• Non-exempt• Full-time• Permanent
Location:	Boylston, MA	Travel Required:	Occasional
Salary or Rate Range:	\$56,160	Apply at:	https://nebg.isolvedhire.com/jobs/
Date posted:		Posting Expires:	

New England Botanic Garden at Tower Hill believes diversity in nature promotes a healthy, vigorous garden. We believe that diversity among our staff promotes a healthy work environment and a vigorous organization. We recruit, employ, train, compensate and promote regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law. We believe in diversity of race, gender identity, sexual orientation, religion, ethnicity, national origin, ability, and all the other traits that make us unique. New England is an equal opportunity employer.

NEBG at Tower Hill does not require its staff to be vaccinated for Covid-19, but we urge everyone to receive an updated dose as they become available to protect themselves and each other.

The Plant Recorder is expected to carry out the responsibilities of the job in ways that support NEBG at TH's mission and to its commitment to creating a diverse and welcoming organization.

- Being welcoming to all staff and the public
- Be respectful of staff differences and preferences
- Use gender neutral communication styles
- Respect everyone's pronouns
- Attend IDEA workshops and training sessions
- Support a culture within the department that recognizes and supports NEBG at TH's IDEA initiatives (Inclusivity, Diversity, Equity and Accessibility).

Responsibilities

The Plant Recorder is a grant-funded full-time position for a period of not less than three years to carry out the following goals and objectives:

- Completes a full inventory of the existing living plant collection and reconcile the IrisBG plant records database to reflect the inventory.
- Completes mapping of all woody plants in the collection (trees and shrubs).
- Coordinates with staff throughout the horticulture department to ensure accuracy of plant records and create accession labels for all woody plants and conservatory plants.
- Develops the IrisBG Garden Explorer web portal to make the living collection publicly accessible.
- Supports the Living Collections Policy and associated operating procedures and supports the management of the plant records database.
- Supports the aesthetic vision and inspiration for horticultural displays in assigned garden areas.
- Adheres to high standards of horticultural display, as determined by the Director of Horticulture, with a special emphasis on environmental sustainability and aesthetics.
- Performs other duties as assigned by supervisor.

Plant Recorder

Leadership and Interpersonal Relations

- Participates in garden-wide events, exhibitions, and group projects serving a leadership or supporting role as assigned., such as Night Lights and the spring plant sale.
- Willingly and cheerfully integrates work of horticulture department with the efforts of other departments.
- Comfortably interacts with Garden visitors.
- Performs duties in a manner consistent with a public garden serving multi-generational families, and in accordance with directed practices and procedures.

Supervision and Training

- Supervises volunteers to assist in implementing various project components.
- With supervisor, monitors, and documents safety and risk management programs and training for assigned personnel.
- Works with an awareness of surroundings and vigilant to any possible threat to the safety of visitors, volunteers, and staff or to their property. Ensures all concerns are reported promptly.
- Ensures all mishaps, injuries, and incidents are reported immediately and ultimately in writing using the appropriate reporting forms and notification process and advising the employees as necessary how to seek treatment under workers compensation guidelines.
- Ensures compliance with all applicable federal and state laws and regulations.
- Complies with provisions of the current Employee Handbook, all published personnel policies, and the requirements of the job description.
- Ensures proper use and preventative maintenance of equipment, tools, vehicles, and irrigation systems.

Schedule

The Plant Recorder position is non-exempt. The standard work schedule for this position is Monday-Friday 7:00 am – 3:30 pm with a half an hour unpaid lunch break. However, the schedule may be flexible to suit the needs of the organization and may at times involve weekend or evening hours. Work is performed both indoors and outdoors, and the Plant Recorder will be asked to assist with event management in both indoor and outdoor roles.

Education and Experience

- Valid driver's license, excellent driving record, and ability to drive a pickup truck.
- Satisfactory completion of a criminal background check.
- Effective communication skills and willingness to interact with the public.
- Working knowledge of hardy temperate garden plants, and demonstrated plant identification and nomenclatural skills on a wide range of ornamental plant taxa.
- A minimum of 3 years of professional experience working in a public garden with a plant collection and at least 1 year of experience with plant record keeping.
- Excellent attention to detail. Self-motivated, organized, and able to manage time effectively with minimal supervision.
- Demonstrated experience in using plant database systems, including data entry, reporting, and following record keeping standards.

Physical Demands / Working Conditions:

- Must be able to lift 50 pounds and work outdoors in all seasonal extremes.
- Must be able to bend, squat, kneel, stand, and walk for extended periods of time and to navigate uneven grounds and stairs evenly.
- Poison ivy, ticks, mosquitoes, bees, and other stinging insects will be encountered on the property. Training and personal protective equipment will be provided.
- Must be able to work with appropriate computer and communications equipment.
- Must be able to work with appropriate hand and power tools.

Note: Duties described above, other duties and physical demands have been identified as essential functions as required by the Americans with Disabilities Act.

Plant Recorder

Safety

- Works with an awareness of surroundings and vigilant to any possible threat to the safety of staff and the public, or to NEBG at TH property. Ensures all concerns are reported promptly.
- Reports all accidents and injuries immediately to an immediate supervisor and/or Chief Financial & Operations Officer, or designee.
- Complies with provisions of the current Employee Handbook, all published personnel policies, and the requirements of the job description.