

Klehm Arboretum and Botanic Garden Inc Job Description

Job Title: Plant Records Intern – Paid/Part Time
Department: Grounds
Reports To: Executive Director
FLSA Status: Part-time – Seasonal
Prepared Date: January 26, 2024

SUMMARY:

Klehm Arboretum & Botanic Garden is offering one paid summer internship in plant records and collections management for undergraduates, graduate students, and recent graduates interested in career paths in museum studies, horticulture, plant science, ecology, GIS, or related topics. This position runs for at least 12-weeks (June-August), with the potential to extend into fall 2024. This is a short-term position for 20-hours per week. Start and end dates are negotiable. Scheduled internship activities generally take place between 8:00 a.m. and 4:00 p.m. on weekdays.

This internship will help develop skills relevant to a career in plant curation and professional horticulture, and will work with the Executive Director and volunteers to manage plant collections utilizing recordkeeping software and other technology, as well as mapping, labeling, and inventorying the living collections. This position will also introduce interns to the world of research, public gardens, and visitor services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Locate and correctly identify accessioned tree specimens throughout all 155 acres of Klehm Arboretum & Botanic Garden.
- Collect GPS field data using mobile mapping and GIS technology to assist with plant records and mapping projects.
- Install accession tags for Klehm Arboretum & Botanic Garden's plant collections.
- Assist in the management of the arboretum's plant records system using basic recordkeeping software (e.g., verify plant nomenclature and ID; accession, de-accession, update records, export and import reports and data) for internal and public use.
- Research plant-specific information about Klehm Arboretum & Botanic Garden's collections for web, print, and social media content.
- Compile, organize, and archive images of Arboretum plants and commemorative assets.
- Assist with other occasional operational/visitor service tasks as needed.

QUALIFICATIONS:

High school graduate and current enrollment in or recently completed (degree received) from a BS or MS degree program related to horticulture, plant science, forestry, natural resources, environmental science or a closely related field.

EDUCATION and/or EXPERIENCE:

Applicants should be undergraduates, graduate students, or recent graduates and should demonstrate a strong interest in horticulture, plant science, ecology, environmental studies, GIS, geography, museum studies, or library and information science. Applicants do not need to be associated with any particular institution of higher learning in order to apply. This position will require working outside in variable weather conditions. The preferred applicant will demonstrate a working knowledge of plant ID skills or the desire to learn. Strong organizational ability, attention to detail, familiarity working with data sets, Microsoft Office suites, and the ability to learn new software and technology will be expected. Preference will be given to candidates who can explain how this opportunity will help them reach their career goals.

LANGUAGE & MATH SKILLS: English-language speaking skills necessary.

PHYSICAL DEMANDS: Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger or handle; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able and willing to operate power equipment and climb a ladder for purposes of installing & removing lights upon trees.

WORK ENVIRONMENT: Work is performed out-of-doors and indoors in all weather conditions.

APPLICATION INSTRUCTIONS: Please make certain to include a cover letter, resume or CV, and references page with your application materials and email directly to amills@klehm.org. Qualified applicants will be contacted for interviews to be scheduled beginning in February 2024.

ABOUT US

Klehm Arboretum & Botanic Garden's mission is to maintain a living museum for the enjoyment, education and inspiration of all people. Founded in 1989, the organization has since maintained and operated the 155-acre property located at 2715 S. Main Street in Rockford, Illinois in partnership with the Forest Preserves of Winnebago County. The property was originally established as Rockford Nurseries in the 1920s, and was operated as a nursery until 1985, when the land was donated to the Forest Preserves with the stipulation that it be maintained in perpetuity as an arboretum and botanic garden.

Today, Klehm serves over 30,000 visitors annually and offers a wide variety of programs, workshops and seminars on gardening, nature, horticulture and other topics throughout the year. Klehm hosts specific programs for youth, offering opportunities to

explore, learn and grow their knowledge of plants, gardens, trees and the environment. In addition, the Nancy Olson Children's Garden offers unique opportunities for children and families to engage in natural play. Tours and programs are regularly offered to support not only life-long learning for adult visitors, but education for visitors of all ages regarding the benefits and unique nature of the trees and plants found throughout the grounds and gardens.

Klehm Arboretum and Botanic Garden Inc is an equal opportunity employer