

## Plant Records Curation Intern

**Reports to:** Science and Collections Information Specialist

**FLSA:** Non-Exempt

**Pay Rate:** \$15.75/Hour

**Summary:** The Plant Records Curation internship offers a rich window into dynamic public garden collections management. This intern will gain hands-on experience in data recording, mapping, and imaging the Gardens' living collections. The successful candidate will assist the Plant Sciences & Collections Department's curatorial team at Coastal Maine Botanical Gardens.

With the opportunity to work throughout CMBG's diverse garden spaces and engage with plants each day, this intern will be immersed in the daily operations and deep project work that form the backbone of plant records work. This will include updating our plant records database and our accompanying web portal, Garden Explorer, thereby improving delivery of our living collections information to the public, staff, and volunteers, increasing the engagement and dissemination of educational content to these audiences.

This intern will gain or reinforce insight and proficiency using our plant records database, IrisBG, a collections management software currently in use on five continents. This intern will use this database to reference, update, and store data about our plant collections, document our extensive holdings using digital photography and GPS technology, and learn about plants and the green industry through this program and interdepartmental learning opportunities.

The internship program at CMBG includes experiential learning through a project guided by your supervisor, a group field trip, and opportunities to gain exposure to roles and responsibilities in various public garden departments. Plant records curation is an essential function of every botanical garden. Join our warm, friendly, committed team and delve into the transformative inner workings of plant records curation.

**Essential Functions:** *(This job requires the performance of the following tasks, with or without accommodation. Incumbents may be regularly or occasionally required to assume additional responsibilities or perform additional tasks.)*

Under the supervision of the Plant Science and Collections Specialist, and using various software and mapping equipment, the intern will

- Assist with photographing the living collections.
- Assist with data recording and database updates for the living collections.
- Assist with mapping the living collections.

- Assist with creating display plant labels and accession tags.
- Work collaboratively with a team of staff and volunteers.

**Qualifications:**

- Coursework or training in plant science, botany, horticulture, or a related field.
- Familiarity with the conventions of plant nomenclature.
- Experience using databases, spreadsheets, and GIS is preferred but not required.
- Commitment to working across the organization to support the integration of IDEA (Inclusion, Diversity, Equity, and Access) principles into CMBG's internal operations and its relationships with visitors and guests.

**Work schedule:**

This is a ten-week internship at 40 hours/week from late May to mid-August. Flexible start and end date. There is an hourly wage for this internship. The successful candidate is responsible for his/her own transportation to and from the workplace. Assistance finding housing is available.

**Physical and environmental factors:**

Approximate percentages of time tasks are performed in carrying out the essential functions of this position:

70% of time bending/stooping, squatting, reaching above shoulder level, kneeling, hand/fingers used for repetitive motion, hands/fingers used for fine manipulation, hands/fingers used for firm grasping, head/neck in rotational movements, head/neck in extension movements, head/neck in flexing movements.

30% of time in sitting position.

Maximum load employee will be required to lift/carry is 35 or 50 lbs. per CMBG Employee Manual.

*This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, the company reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances dictate (such as emergencies, changes in personnel, work load, rush jobs, or technological developments).*

New 01/06/2023

The mission of Coastal Maine Botanical Gardens is to inspire meaningful connections among people, plants, and nature through horticulture, education, and research.