

# Gardens of Golden Gate Park

Conservatory of Flowers  
Japanese Tea Garden  
San Francisco Botanical Garden

**Position Title:** Librarian

**Department:** Library

**Full or Part Time:** Full-time

**Regular or Temporary:** Regular

**Exempt or Non-exempt:** Non-exempt

**Salary:** \$30 - \$33

## **ABOUT THE GARDENS OF GOLDEN GATE PARK**

**The mission of Gardens of Golden Gate Park is to connect people to plants, the planet, and each other.**

Gardens of Golden Gate Park is a public/private partnership between the San Francisco Recreation & Park Department and the San Francisco Botanical Garden Society (SFBGS) to jointly operate the Conservatory of Flowers, Japanese Tea Garden, and San Francisco Botanical Garden. A Lease & Management Agreement between RPD and SFBGS, approved by both the Recreation & Park Commission and the Board of Supervisors, sets the terms of the partnership. The agreement is a cooperative management agreement that outlines the roles and responsibilities for each partner.

Key areas of responsibility for SFBGS include volunteer engagement, education, visitor experience, philanthropy, membership, marketing, and other functions. RPD has primary responsibility for horticulture and facility management and maintenance, master planning and capital improvements conducted in collaboration with SFBGS, as well as other functions. Together, RPD and SFBGS collaborate on collections management within the Gardens.

**The Conservatory of Flowers** is a national, state, and local landmark and a place of exceptional beauty. Built in 1879, the Conservatory was the first formal structure erected in Golden Gate Park and remains an internationally renowned icon, displaying and cultivating unusual plants to heighten awareness of the pressing need to preserve threatened rainforest environments.

**The Japanese Tea Garden** is the oldest operating public Japanese garden in North America. This garden provides visitors from around the world with an opportunity to experience the natural beauty, tranquility, and harmony of a Japanese-style garden and was originally created as an exhibit for the 1894 California Midwinter International Exposition.

**San Francisco Botanical Garden** opened in 1940 and is a 55-acre living museum within Golden Gate Park, showcasing 8,000 different kinds of plants from around the world. San Francisco's oceanic climate with cool dry summers, mild wet winters, and presence of fog allows the Garden to grow a diverse array of species from around the world.

## **POSITION SUMMARY**

The Librarian will welcome all visitors in an authentic friendly, helpful manner and with the support through Library Director to manage library collections, serve visitors of all ages, and build communities of programs and outreach. This position performs public service duties including circulation, reference, and outreach to staff, Gardens' members, and our community. The Librarian plans and manages all youth and family programs under the guidance of the Library Director and in coordination with Programs & Partnerships teams. Maintain existing and develop new programming, for children and adults, including but not limited to story time, library crafts for kids, the summer reading club, and shared, cross-departmental programming. By utilizing library systems and software, the Librarian will assist with development and management of library collections. While also managing the youth and periodical collections, and provides reference services in plant science, including but not limited to gardening techniques, conservation of natural resources, biodiversity, and environmental stewardship.

## **RESPONSIBILITIES**

- Assume responsibility for running the library several days per week from 9:00am-4:30pm, Saturday through Wednesday, with occasional evening shifts
- Provide reference assistance to visitors, members, volunteers, and staff
- Manage periodical collection, including 150 current subscriptions; maintain holdings, perform collection maintenance
- Conduct outreach to and perform services for established and new library communities
- Collaborate with all departments to support GGGP programs and objectives
- Learn and maintain a working knowledge of the living collections and history of the GGGP and Golden Gate Park proper
- Learn, document, and assist in management of online catalog and other electronic resources
- Maintain files, keep records, and prepare reports as needed
- Supervise and/or train staff, volunteer assistants, and/or interns as needed
- Assist with managing book sales, art exhibits, and special events as needed
- Additional duties, as needed

## **QUALIFICATIONS**

- Master of Library Science (or equivalent) from an ALA-accredited institution
- Appropriate library experience; experience with special and/or science libraries is a plus
- Experience with, and enthusiasm for, youth services and programming
- Knowledge of horticultural/botanical subject area is preferred
- Proficient in Microsoft Office Suite
- Strong organizational, problem-solving skills and attention to detail

## **ENVIRONMENT**

- Must be able to engage in a range of physical motions, including standing or sitting at a desk or computer and walking for extended periods of time
- Must be able to climb a flight of stairs
- Must be able to lift/carry up to 30 pounds

**HOW TO APPLY:** go to - <https://recruiting.paylocity.com/recruiting/jobs/All/99885d66-fdde-45ea-b169-b55cfb505be0/Gardens-of-Golden-Gate-Park> or email [jobs@gggp.org](mailto:jobs@gggp.org)

**Pre-employment requires a clear background check and reference checks. Proof of Covid 19 vaccination required.**

**We are an Equal Opportunity Employer.**

**We do not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, genetic information or any other category protected by law.**

