

Gardens of Golden Gate Park

Conservatory of Flowers
Japanese Tea Garden
San Francisco Botanical Garden

Position Title: Plant Collections Intern
Department: Collections & Conservation
Full or Part Time: Part-time
Regular or Temporary: Temporary
Exempt or Non-exempt: Non-exempt
Salary: \$19 - \$20 per hour

Gardens of Golden Gate Park is an equal opportunity employer and encourages candidates with diverse backgrounds and experiences to apply.

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 primary role of the Plant Collections Intern (PCI) is to support the work of the Collections & Conservation Department to document the Gardens' living collection. Report to the Plant Records Manager, the PCI will gain robust experience working with all members of the department, including the GIS Manager in IrisBG, and a project to be completed by the end of the internship. This is a part-time, temporary position totaling 20 hours per week, lasting approximately 3 months. This role is funded by the Stanley Smith Horticulture Trust.

RESPONSIBILITIES

- Conduct inventories both outside and in greenhouse settings
- Operate label making equipment
- Work with GIS Manager to conduct mapping
- Work in IrisBG on plant records mapping
- Assist with interpretation by researching plants in the collection and writing plant profiles for internal and external use

QUALIFICATIONS

- Current student or recent graduate in horticulture, biology, ecology or other related fields
- Experience in horticulture, collections management, or curation
- Able to identify plants and comfortability with Latin names
- Familiarity with IrisBG or other plant records software a plus
- Ability to use label making equipment, hand-held tools such as power drills or wire cutters
- Ability to communicate successfully with staff, volunteers, and the general public
- Ability to bend, walk and/or stand for long periods of time
- Ability to work outdoors in various weather conditions

For additional information and to apply: Please email a brief cover letter and resume as one pdf attachment to jobs@ggpp.org with “Plant Collections Intern” in the subject line.

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.