



Plant Recorder/Database Specialist

Job Posting

Position Reports to: Vice President, Horticulture

The mission of the Houston Botanic Garden is to enrich life through discovery, education, and conservation of plants and the natural environment. HBG will welcome guests to a world-class botanic garden in 2020, inspiring people to love plants and be good stewards of the natural world.

Position Summary

The Houston Botanic Garden is seeking a part-time, term Plant Recorder/Database Specialist responsible for leading the development of the plant inventory system while Garden construction is underway. This is a unique opportunity to be part of building the HBG plant inventory database that will support all future collection management of a world-class botanic garden. The Plant Recorder/Database Specialist will require achievement of key milestones before the Garden opens to the public in 2020 with the potential of future employment opportunities.

Responsibilities

- Maintain accurate plant records in the database by entering new accessions, de-accessions, notes, images, sources, and other data updates.
- Create all necessary labels for plants in the collection and install labels.
- Assist with plant photos and brainstorm interesting plant facts.
- Update mapping by surveying new plants, beds, and infrastructure with GPS/GIS equipment simultaneously while Garden construction is underway.
- Assist horticulture team with miscellaneous projects.

Qualifications

- Passion for horticulture and love of nature.
- Database whiz with a knowledge of plant names and mapping software.
- Associate's degree in plant science or related field. Or, an acceptable combination of education, training, and experience to fulfill job duties.
- Strong organizational skills with high attention to detail and the ability to maintain accurate records.
- Proficiency with Microsoft Office, plant records databases, and/or GPS/GIS.
- Ability to work outside in various elements and have a flexible schedule to accommodate weekends and evenings as needed.
- Positive attitude and fosters congenial work relationships.

Application Procedure: Interested candidates should send a resume and cover letter to info@hbg.org. We will contact those candidates who most closely match our requirements. Thank you for your interest.