



MOORE FARMS

botanical garden

Plant Recorder

Purpose:

Manage all aspects of the plant records, including the plant database, mapping and GIS while remaining flexible to emerging challenges that may arise. This position is part of the Horticulture Department, though it does interact as needed with other departments.

Responsibilities:

- Maintain accurate plant records in the Filemaker Pro database by entering new accessions, de-accessions, notes, images, sources and other data updates.
- Create all necessary labels for plants in the collection. Assists with installation of labels.
- Keep current the database layout and relationships. Implement changes as needed.
- Research and verify plant names.
- Perform plant inventories and report plant records data in a clean and concise manner
- Survey and data collection of new plants, beds, wild collected plants, and infrastructure with GPS and survey equipment.
- Create and submit herbarium vouchers
- Maintain and update GIS/CAD garden maps using ESRI mapping software.
- Stay current on all new technology and software relating to plant records management, surveying, and GIS.
- Assist staff with curation related questions and issues.
- With managerial approval, source, procure and purchase office supplies, hardware, software, and other materials and equipment.
- Work with contractors, consultants and temporary employees, and aid in supervision and training of interns.
- Serve as the organizational resource for providing information on the living collections by providing training, instruction and updates.
- Ability to work outside in all weather conditions
- Conduct tours and work educational events as needed.
- Other duties as assigned.

Reports to:

Director of Horticulture

Requirements:

- Bachelor's degree in Computer Science, Library Science, Horticulture, Geography or related field, or Associate's degree with relevant experience.
- Strong organizational skills and ability to keep accurate and detailed records.
- Excellent computer skills with prior experience with plant record databases and/or GIS preferred.
- Passion for horticulture, botanical gardens and gardening is desired
- Ability to work in plant taxonomy, nomenclature and identification
- Demonstrated ability to develop, manage and coordinate multiple activities and projects.
- Must be available for occasional overnight travel.
- Excellent written and oral communication skills.
- Must possess a valid South Carolina Driver's license or be able to obtain one.
- Ability to operate standard office equipment and lift 30 lbs.

About the garden:

Moore Farms Botanical Garden is a nonprofit organization set on over 500 acres near Lake City, South Carolina. The garden is cultivated on 60 acres and is a dynamic mix of formal, naturalistic, and agrarian landscapes. Garden areas include a formal garden, vegetable garden, green roof, pond gardens, formal shrub borders, and a greenhouse and nursery. Other land use includes agriculture, forestry and wildlife habitat. We are currently in a period of growth in both our horticultural displays and programming. This is a very exciting time to be part of the MFBG team. Please visit our website at moorefarmsbg.org to learn more.

How to Apply:

Qualified candidates should submit a cover letter, resume and references to Katie Dickson at kdickson@moorefarmsbg.org.