Curatorial Assistant

Application Deadline: September 30, 2013

Opportunity:
The Arboretum at Penn State seeks a paid, 10 hour per week Curatorial Assistant to support the ongoing documentation of its plant collections. The Arboretum’s H.O. Smith Botanic Gardens currently display over 17,000 individual plants, representing more than 700 species. The Curatorial Assistant will play an important role in ensuring that information regarding this living plant collection is verified, updated, and made available to the Penn State University community as well as the public. This is an excellent opportunity to gain experience working in a public horticulture setting, while helping to build one of Pennsylvania’s newest and most beautiful gardens.

Responsibilities:
Under the guidance of the Director of Horticulture & Curator, the Curatorial Assistant will help the Arboretum to maintain an accurate and detailed record of the Arboretum’s botanical holdings. Projects will include managing accession records in our collections database; mapping plant locations; verifying botanical names; fabricating and installing plant accession tags and display labels; and creating seasonal plant display lists.

Qualifications:
Applicants should be enrolled in a degree program in Horticulture, Forest Science, Biology, Ecology, Environmental Resource Management, Geography, Landscape Architecture, Landscape Contracting, or a related field of study. Applicants should have excellent attention to detail and a strong work ethic. Previous experience with plant nomenclature and plant identification is preferred. Experience with database and/or mapping software is helpful but not required.

Application:
If interested, please email a cover letter and resume in PDF format to:
Shari Edelson
Director of Horticulture & Curator
The Arboretum at Penn State
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(814) 865-8080

www.arboretum.psu.edu