

JOB DESCRIPTION

Position Title: Plant Records Registrar; Accession Office Horticulture at Powell Gardens:
Kansas City's botanical garden

Positions: Part Time, 2 days per week (weekdays) at Powell Gardens.

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Position Reports: Susan Mertz, Director of Horticulture

Department: Horticulture

Exempt/Non-Exempt: Non-exempt

1. Position Summary

Working for Powell Gardens, the Plant Records Registrar The plant register manages the plant record database, creates plant tags, stores printed plant records, prints garden signs and name tags as instructed, creates and manages processes for updating database.

Basic knowledge of botanical and horticultural plant names, attention to detail, follow processes, and ability to learn new technology is a must with this position including plant database IrisBG, operate an engraver, and work with other departments at Powell Gardens.

We strive for excellence with horticultural display, emphasizing the quality of collections, materials, function, and design with plant tags and other horticulture signage with a positive impact on visitor experience.

2. Essential Functions - ability to learn:

- Microsoft Office
- Equipment operation - printer, engraver
- Database program - IrisBG
- Plant ID, record-keeping, and labeling
- Botanical and horticultural plant names
- Create and coordinate processes including:
 - Update plant records
 - Create plant tags and name tags
 - Create garden signage

3. Position Outcomes

- At the completion of training, Plant Records Registrar will be able to:
 - Obtain working knowledge of IrisBG
 - Update plant records
 - Create plant tags
 - Create garden signage
 - Create name tags

4. Sphere of Responsibility

- Member of the horticulture team at Powell Gardens
- Ambassador for Powell Gardens
- Visitor interaction

- Accession Office Manual - Create and provide annual content updates for the accession office manual and tutorials of processes and forms.
- Utilize Trello project management tool and keep project cards updated.
- Utilize Team Accessions Request list for project management with horticulture staff.

5. Seasonal Festivals and Exhibitions

The horticulture team is an integral part of planning, designing, installing and tearing down seasonal festivals and annual exhibitions. Participation in meetings, creating designs, hands-on construction, and working festival shifts beyond traditional garden hours may be required. The accessions office is also involved with creating interpretative signage in a timely manner for festivals.

6. Internal and External Contacts

Internal: Powell Gardens staff, horticulture department, maintenance department.

External: Visitors, donors, volunteers, board members, contractors, vendors.

7. Consequence of Error

The Plant Records Registrar is a member of the Powell Gardens team and must understand he/she is responsible for the overall care of the Gardens’ records and plant tags. Proper protocols, quality control and attention to assigned duties are critical in the role and, if not followed, could result in a poor visitor experience, whether digital or in-person, and a loss of income.

8. Experience/Education

Education	Horticultural experience or formal education including AAS, Bachelor’s or Master’s program in relevant field such as horticulture, botany, turf management, landscape maintenance, agriculture, etc.
Experience	Horticulture knowledge including plant names, accession office experience.
Knowledge	Passion for horticulture and nature Willingness to work hard and take constructive criticism to grow as a professional
Communications	Attention to detail Good communication skills Understanding of role in a team
Core Competencies	Dependability Consistently punctual performs tasks with minimal supervision; consistently delivers for the organization Instills Trust Demonstrates respect of others through honoring commitments; demonstrates fair and ethical behavior with customers and employees; is consistently aware of the shadow he/she casts; gains

the confidence and trust of others easily; expresses self in credible and transparent manner

Policy/Procedure

Measures work habits and attitudes as they apply to work safety; considers the contribution to accident prevention, and safety awareness; has the ability to keep the workplace safe and tidy; adheres to all organization policies and procedures

Teamwork

Displays a willingness and cooperativeness when dealing with co-workers; provides meaningful feedback to the team; can receive meaningful feedback from the team; is transparent and diplomatic; understands and delivers in his/her role on the Powell Gardens team

Work Production

Work product is complete, accurate and organized; reflects best practices and high standards; completes assigned work efficiently and in an established time frame; works to complete objectives and sees a task through to the end while taking into consideration current responsibilities and workload

9. Work Environment/Physical Requirements

- Set work schedule up to 16 hours per week.
- Must have mode of transportation
- Capable of kneeling, standing and bending for extended periods of time
- Ability to move quickly, lift items weighing 25 lbs and accept physical requirements necessary to execute work
- Ability to work in varying weather situations including rain and heat.

Disclaimer Statement:

Every effort has been made to make your job description as complete as possible. However, this position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other duties requested by their department supervisor.

Accepted By: _____

Date: _____