



## **About Us**

As Kansas City's Botanical Garden, Powell Gardens plays a vital role in the community as a space for release, rejuvenation, and the celebration of the fleeting nature of nature itself. Visitors enjoy themed display gardens, a three-mile nature trail, seasonal festivals, rotating exhibitions, and exceptional architecture. Established in 1988, Powell Gardens is a public garden, maintaining 970 acres of lush, rolling hills and windswept meadows, with more than 175 acres and a large collection of plants open to the public for education, exploration, and recreation.

We at Powell believe that our team members are our most important asset. By building strong relationships with each other, we can ensure that our guests have the best possible experience. If you love to work outdoors and want to leave your mark in the gardening world, Powell Gardens is the place for you! Come experience our beautiful gardens and join our team of experts.

## **Summary**

The Plant Records Registrar is a part time role responsible for the garden's living collection database (IrisBG), accuracy of the inventory in the gardens and collection houses, activating additional features of the database including adding plant images and digital garden tours, creates plant tags, prints garden signs and name tags as instructed, creates and manages processes for updating database.

This role requires collaboration as the registrar will work with the garden teams, conservationist, and horticulture leadership team for accurate plant information and activation for improved visitor experience. Plant data may be required from time to time for the development team in compliance with grants and in support of festivals and exhibitions for educational programs.

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.

## **Essential Functions**

1. Management and update of database program – IrisBG
2. Update and maintain Plant ID database as well as create labeling and signage as needed using Botanical and horticultural plant names
3. Project management utilizing a project management tool to track projects and report on status
4. Create and coordinate processes including:
  - Update plant records
  - Create plant tags and name tags
  - Create garden signage
5. Provide annual content updates for the accession office manual and tutorials of processes and forms.
  - Utilize Team Accessions Request list for project management with horticulture staff.

## **Other Duties:**

Assist with planning, designing, installing and tearing down of seasonal festivals and annual exhibitions.

Participation in meetings, creating designs, hands-on construction, and working festival shifts beyond traditional garden hours may be required.

Create interpretative signage in a timely manner for festivals.

### **Skills and Knowledge**

- Microsoft Office
- Database Management
- Equipment operation - printer, engraver
- Attention to detail

### **Experience/Education**

- Associate Degree in Horticulture field or related area *Preferred*
- High School Diploma or GED Required
- 1+ years botanical garden or similar experience *Preferred*
- Valid Drivers License *Required*

### **Physical Requirements/Work Environment**

Must be able to lift 40lbs; accomplish strenuous work on an ongoing basis in various conditions, including extreme heat and cold; must have dexterity and be able to groom plants and prune with speed and accuracy; ability to work evenings, holidays and weekends as required.

### **Benefits**

PTO Plan after 1 year

### **To Apply**

Applicants interested in this position must submit the following to [hr@powellgardens.org](mailto:hr@powellgardens.org).

- Cover letter addressing the following:
  - What is your experience with botanical/horticulture plant names
  - Why are you interested and what do you expect to gain from the experience?
- Resume
- Three references: professional, academic, and/or personal

To view the full list of open positions, please go to [www.powellgardens.org](http://www.powellgardens.org)