

3-6-19 Program Assistant, Living Collections, part time, Natural History Museum, Los Angeles, 4-6-19 deadline

#### TITLE

Program Assistant, Living Collections

#### OVERVIEW

- The Natural History Museum of Los Angeles County is seeking a Program Assistant, Living Collections for our Nature Gardens. This position is responsible for maintaining the plant records database for the gardens. This includes periodic inventorying, mapping, processing information, plant labeling and generating reports.
- Reclaimed largely from hardscape, the 3.5-acre Nature Gardens was designed to create habitat for urban wildlife and to encourage visitors of all ages and interest levels to engage in and appreciate nature. Through hands-on activities in the gardens and the adjacent Nature Lab, visitors will be invited to assist museum scientists in studying and documenting wildlife in Los Angeles and come away with ideas for living in harmony with nature in their own gardens.

#### PRIMARY DUTIES

1. Plant records database: Manage database, which includes maintaining accurate records of new plantings and removals, recording life-history data as appropriate; insuring accuracy and currency of taxonomic nomenclature; and conducting periodic physical inventories and making corrections to bed maps and individual plant records. Work with Database Specialist to modify plant records database as needed. Coordinate pest management records with Manager, Horticulture.
2. Plant identification labels: Prepare lists for fabrication, submit orders, install and maintain labels in the collections, maintain label database.
3. Ordering: Prepare, source, place, and process orders for plants, references, and other garden-related products.
4. Reports and User Support: Generate reports upon request, perform data analysis, and provide plant records information and support to staff, volunteers, and visitors both internally and through the museum's website.
5. Landscape plans: Prepare accurate, scaled drawings of planting plans, including hardscape details.

#### SECONDARY DUTIES

1. Special projects: Assist Director by conducting literature reviews, sourcing products, etc.
2. Provide administrative assistance to the Live Animals Program as needed. Duties may include but are not limited to: record keeping, processing supply orders, and taking inventory.

#### ENVIRONMENT/PHYSICAL ACTIVITY

The incumbent is in a non-confined office-type setting in which he, she, or they is free to move about at will. The environment for this position is mostly clean and comfortable but may include some minor annoyances such as noise, odors, drafts, etc. In the course of performing this work, the incumbent:

- Will spend substantial time sitting, utilizing a computer.
- Must travel via personal vehicle or public transport to off-site meetings.
- May lift up to 25 lbs. periodically.
- Operate a computer using various Microsoft Office and accounting software
- Will walk along Nature Gardens paths and navigate bed plantings while mapping the collections, conducting inventories, and installing labels.

## POSITION REQUIREMENTS

These specifications are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this job. Individual abilities may result in some deviation from these guidelines. To perform effectively in this position, the incumbent is expected to have:

- Two year degree in botany, horticulture, or related field, or an equivalent combination of education and experience.
- Experience with electronic mapping and surveying systems such as BG-Map, GPS, AutoCAD or similar systems. Familiarity with relational databases highly desired.
- Experience reading and drafting detailed, accurate, scaled landscape plans.
- Extensive knowledge of plants, plant taxonomy, and botanical nomenclature. Knowledge of California flora highly desirable.
- Applicants and employees are invited to identify reasonable accommodations that can be made to assist them to perform the essential functions of the position they seek or occupy. The incumbent must be able to perform this job safely, with reasonable accommodation if necessary, without endangering the health or safety of him/herself/themself or others.

## COMPENSATION

Compensation is commensurate with experience. This is a part-time, regular, non-exempt position.

## TO APPLY

- The Natural History Museum of Los Angeles County is seeking applicants who have demonstrated experience and commitment working with a diverse community. NHMLA is especially interested in candidates whose background and experience have prepared them to contribute to our commitment to engagement and inclusion of culturally diverse audiences in museums and in sciences. Review of applications begins immediately and continues until position is filled.
- The Natural History Museum of Los Angeles County is an Equal Opportunity Employer. Please contact [jobs@nhm.org](mailto:jobs@nhm.org) for any application inquiries.
- For application, see [https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=e6a274d5-7f43-43d4-a662-0896124bcd29&jobId=276559&lang=en\\_US&source=CC3&cclid=19000101\\_000001&t=1](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=e6a274d5-7f43-43d4-a662-0896124bcd29&jobId=276559&lang=en_US&source=CC3&cclid=19000101_000001&t=1)