

Position Available: Manager of Garden Outreach and Education

We are seeking an enthusiastic, highly motivated, and experienced individual to lead the outreach and education unit of our Garden and join our Garden leadership team.

The Mildred E. Mathias Botanical Garden is a 7.5-acre outdoor teaching and research space on the southeast corner of UCLA that is home to more than 1,500 species. The Garden is a treasured landmark on campus located on land that has long been occupied and cared for by the Gabrielino/Tongva peoples of the Los Angeles Basin. This living museum and our affiliated herbarium are used by students, classes and the entire campus community, with free access to the larger Southern California community. Our mission is to promote botanical knowledge by curating collections that highlight biogeography, conservation, and natural history and to inspire environmental and cultural appreciation of plants and their relationship to society. The Garden's beautiful setting fosters health and tranquility.

The Manager of Garden Outreach and Education manages the Garden education programs and campus and public outreach activities to promote use of the Garden and Herbarium. For the Garden Education Programs, incumbent will oversee K-12 programs, garden interpretation activities, public tours and informal public programs. The incumbent will develop training programs, train garden educators for school visits, and also recruit and coordinate garden guides to lead public tours. The Manager will also reach out to the campus community to promote use of Garden teaching and research for faculty, plan and support meetings of the Campus Advisory Group and Faculty Affiliates, and coordinate communications and activities with other campus groups as needed. The incumbent manages use of the La Kretz Garden Pavilion and other Garden outdoor indoor venues with assistance from a marketing specialist and venue coordinator. Working with the venue coordinator, the incumbent will oversee the recruitment of work-study students to provide assistance with building operations and events. The Manager will sometimes work on evenings and weekends.

Incumbent will report directly to the Garden Director and join the leadership team comprised of the Garden Director, the Assistant Garden Director, and the Herbarium Curator. Requirements for the position include:

- Knowledge of plants and enthusiasm for teaching about plants and the environment.
- Commitment to create and promote an inclusive environment through our activities and interpretation so that the Garden is accessible and welcoming to our diverse communities.
- Ability to develop and train garden guides and educators to lead public and school group tours.
- Ability to manage, organize, plan and set priorities for a range of responsibilities.
- Ability to establish and maintain professional working relationships with faculty, staff, students, colleagues from campus, botanical garden community and public.
- Prior work experience in areas related to the responsibilities of this position.

For full details of the position and access to application materials, please go to hr.mycareer.ucla.edu and search for position #37472. For questions, email gardendirector@ucla.edu.

The University of California is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the UC nondiscrimination policy. [UC Nondiscrimination & Affirmative Action Policy](#)

The UCLA Garden acknowledges the Gabrielino/Tongva peoples as the traditional land caretakers of Tovaangar (Los Angeles basin, So. Channel Islands). As a land grant institution, we pay our respects to the honuukvetam (ancestors) 'ahiihirom (elders), and 'eyoohiinkem (our relatives/relations) past, present, and emerging.