



Woodside-Atherton Garden Club (WAGC) Collections Fellow

Filoli Historic House and Garden is a beautiful 654-acre historic site of the National Trust for Historic Preservation, located on the San Francisco Bay Peninsula near Woodside, CA, and one of the finest remaining country estates of the early 20th century. Our Mission: At Filoli, we are dedicated to connect our rich history with a vibrant future through beauty, nature and shared stories.

SUMMARY

The WAGC Collections Management Fellowship at Filoli is an opportunity for emerging professionals in the field of public garden collections and curation to practice the essential skills necessary to maintain plant collections records while expanding their botanical and horticultural knowledge. The Collections Fellow will make a substantial contribution to horticulture and education at Filoli while gaining experience building and maintaining a plant collections record keeping and mapping system. Several phases of the project will occur over a five-year period and the schedule/responsibilities adjusted/adapted as the project proceeds. In 2019, the Fellow will begin mapping efforts, create protocols for mapping collections and initiate work toward generation of reporting Filoli's collections as a whole among other tasks.

The WAGC Collections Fellow is a full-time (30-40 hours per week, flexibly scheduled) non-exempt, hourly and seasonal position. The rate of pay will be \$13.50 per hour. It is also eligible for employee benefits: medical, dental, vision, life, LTD, Flex Plan, vacation, sick leave and holiday pay. Typically, the Fellow works 7:00am to 3:30pm Monday through Friday, as well as some evenings and Sundays to support Filoli events. This schedule may change to meet the needs of the organization so flexibility is important. Please note that there is no public transportation to this site, so reliable transportation is required.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

- Create protocols for effective use of IrisBG by staff and volunteers and support IrisBG training efforts;
- Continue inventory and accessioning of Filoli's plant collections;
- Plan and prepare for implementation of IrisBG mapping module;
- Begin efforts to map formal gardens including creation of a quality base map;
- Create protocols for mapping collections and support efforts to train staff and volunteers to complete mapping projects;
- Initiate work on collections-based self-guided tours (ex. Camellias, Wisterias) on the IrisBG platform;
- Set up project for continued support by Filoli staff, volunteers and succeeding fellow;
- Ability to provide the highest quality service to all customers in every interaction;
- Uphold all Filoli's policies, procedures, guidelines and standards;
- Maintain flexibility and perform other duties as assigned to respond to the needs of the organization;
- Attendance and punctuality are essential to work and all work-related functions;
- Near the end of the fellowship, the student will attend a Woodside-Atherton Garden Club meeting to give a presentation on their accomplishments during the project.

SUPERVISORY RESPONSIBILITIES

This position may occasionally supervise volunteers.

MINIMUM QUALIFICATIONS

An individual must be able to perform each essential duty listed above and any additional responsibilities as directed as well as satisfy the educational and skill requirements listed below:

Education and/or Experience:

Education:

- Current student or recent graduate (within two years) with a Bachelor's or Associate's Degree in Horticulture, Botany, Plant Science, Environmental Science, Landscape Preservation or Landscape Architecture or other related field;
- Should have a cumulative GPA of 2.80 or better;

Skills and Abilities:

- Possess excellent organizational skills and attention to detail;
- Have experience with plant collections management concepts and software;
- Previous experience with IrisBG preferred;
- Have experience with garden mapping concepts, tools and software;
- Knowledge of temperate plants, including botanical nomenclature and ability to utilize current reference materials to identify unknown plants;
- Proficiency with email, basic MS Office and Google applications;
- Ability to speak comfortably in front of a group;
- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals;
- Work independently, and demonstrate wise decision-making within the bounds of the area of responsibility and authority;
- Take direction, multi-task and work effectively in a team environment;
- Ability to interact with Garden Staff, volunteers, members and visitors.

CERTIFICATES, LICENSES, REGISTRATIONS

Current driver's license for use of company owned vehicles and automobile insurance for personally owned car used in the course of business.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job including:

- Stand, walk across uneven terrain, climb stairs, reach, lift, carry and bend as well as sit for long periods at a computer;
- Lift/carry items up to 25 pounds.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate, but there are occasional (2-3x a day) when the noise level requires the use of protective gear to shield ears. Due to the use of garden equipment and possible airborne debris, the use of protective eye gear is required when appropriate.

HOW TO APPLY

1. Candidates with the above prerequisites are invited to submit their resumes along with a cover letter outlining their related experience and background to: <https://filoli.applicantstack.com/x/openings>
2. Possession of minimum requirements does not guarantee an interview.
3. Please, no phone calls.
4. Thank you for your interest in Filoli!

Please visit our website for more information: www.filoli.org

Filoli is an equal opportunity employer who values diversity in the workplace.