

GARDENS OF GOLDEN GATE PARK

Position Title: Plant Collections Manager

Hours: Full-time (35-hour workweek); Onsite majority of workweek

Role Classification: Regular w/ Benefits

Exemption: Exempt

Reports to: Director of Collections & Conservation

Salary: \$80,000-\$95,000

ABOUT THE GARDENS OF GOLDEN GATE PARK

The mission of Gardens of Golden Gate Park is to connect people to plants, the planet, and each other. Gardens of Golden Gate Park is a public/private partnership between the San Francisco Recreation & Park Department (RPD) and the San Francisco Botanical Garden Society (SFBGS) to jointly operate the Conservatory of Flowers, Japanese Tea Garden, and San Francisco Botanical Garden. A Lease & Management Agreement between RPD and SFBGS, approved by both the Recreation & Park Commission and the Board of Supervisors, sets the terms of the partnership. The agreement is a cooperative management agreement that outlines the roles and responsibilities for each partner. Key areas of responsibility for SFBGS include volunteer engagement, education, visitor experience, philanthropy, membership, marketing, and other functions. RPD is responsible for horticulture and facility management and maintenance, master planning and capital improvements conducted with SFBGS, and other functions. Together, RPD and SFBGS collaborate on collections management within the Gardens.

The Conservatory of Flowers is a national, state, and local landmark and a place of exceptional beauty. Built in 1879, the Conservatory was the first formal structure erected in Golden Gate Park and remains an internationally renowned icon, displaying and cultivating unusual plants to heighten awareness of the pressing need to preserve threatened rainforest environments.

The Japanese Tea Garden is the oldest operating public Japanese garden in North America. This garden provides visitors from around the world with an opportunity to experience the natural beauty, tranquility, and harmony of a Japanese-style garden and was originally created as an exhibit for the 1894 California Midwinter International Exposition.



San Francisco Botanical Garden opened in 1940 and is a 55-acre living museum within Golden Gate Park, showcasing 8,000 different kinds of plants from around the world. San Francisco's oceanic climate with cool dry summers, mild wet winters, and presence of fog allows the Garden to grow a diverse array of species from around the world.

POSITION SUMMARY

The Plant Collections Manager will play a vital role within the Gardens of Golden Gate Park, dedicated to fostering a deep connection between people and plants. This position requires primarily on-site work throughout the five-day workweek. We are seeking a collaborative leader who is committed to excellence and eager to work with a passionate team. Reporting to the Director of Collections & Conservation, this individual will manage the living collections inventory, ensuring accurate documentation and labeling while maintaining the plant accessions database according to best practices. The role involves overseeing the design and installation of informative signage, enriching the visitor experience, and assisting in the development and maintenance of collections.

In addition, the incumbent will support departmental initiatives by maintaining essential permits, participate in efforts to train staff or volunteers, and engage with researchers and horticultural professionals. By strategically enhancing our curatorial operations, the Plant Collections Manager will play a crucial part in advancing the Gardens' mission to connect people to plants, the planet, and each other.

RESPONSIBILITIES

- Manage the living collections inventory by reconciling cataloged records with the current living collection, documenting and labeling specimens, and maintaining the plant accessions database according to established policies, and conducting both physical and digital inventories.
- Assist in locating and identifying specimens, while also participating in the design and development of the accessions database to enhance content, accessibility, and functionality.
- Collaborate closely with the GIS Manager to integrate and optimize data across the GIS and IrisBG databases, enhancing the accuracy and accessibility of our collections information.
- Assemble and present information resources about the collections in accessible formats.

- Oversee the development, manufacturing, and installation of all signage related to the Gardens' collections, including coordinating activities in the Engraving Room and supervising its maintenance.
- Train and manage the Plant Collections Assistant and ensure the upkeep and inventory of existing plant signage.
- Support the Collections & Conservation Department by maintaining plant import/export permits, contributing to collections development, and assisting in training staff, volunteers, and interns.
- Attend relevant conferences and meetings to stay updated and assist visiting researchers and horticultural professionals.
- Create engaging written and oral content about the Gardens' collections and lead tours for staff, volunteers, and visitors while providing informational support to other departments.

QUALIFICATIONS & EXPECTATIONS

- Bachelor's degree in a related science field (botany, plant biology, horticulture).
- Minimum of three years' experience in a botanical garden or similar environment, including inventory management and plant records.
- Strong organizational and database management skills, with proficiency in plant records databases; experience with IrisBG is a plus.
- Demonstrated expertise in plant identification across diverse species, with the ability to accurately assess and categorize specimens in both field and curated settings. Knowledge of curatorial best practices, with strong botanical and horticultural expertise.
- Familiarity with collections relevant to Mediterranean climate zones, cloud forests, and similar environments is preferred.
- Understanding of conservation best practices in the context of public botanical gardens is strongly desired.
- Experience in managing a small team, focusing on guidance and support as needed.
- Proven ability to train and collaborate with volunteers, particularly in partnership with public entities.
- Effective oral and written communication skills, with the ability to convey complex information clearly.
- Proven collaborative work ethic, capable of functioning independently and stepping in as needed.

- Excellent time management and prioritization skills, with a focus on assessing operations and identifying areas for improvement.

ADDITIONAL EXPECTATIONS

- Full-time, on-site with the option for remote work up to two days a week depending on scheduling requirements.
- Willingness to accommodate a flexible work schedule, including evenings, weekends, and travel between sites.
- Flexibility to adapt to changing priorities and responsibilities as the organization's needs evolve, with an understanding that this list may be updated to reflect those changes.
- Must be able to engage in a range of physical activity, including standing or sitting at a desk and computer, walking (sometimes on uneven surfaces) and working outside in varying weather conditions – all for extended periods of time. Must also be able to climb a flight of stairs and lift/carry objects up to 30 pounds.

FOR ADDITIONAL INFORMATION AND TO APPLY: Complete application with attached cover letter at <https://recruiting.paylocity.com/recruiting/jobs/All/99885d66-fdde-45ea-b169-b55cfb505be0/Gardens-of-Golden-Gate-Park>

Gardens of Golden Gate Park is an equal opportunity employer and encourages candidates with diverse backgrounds and experiences to apply.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, genetic information, or any other category protected by law.