

Santa Fe Botanical Garden

JOB DESCRIPTION

Job Title: Herbarium Collections and Data Coordinator

FLSA Classification: Non-exempt

Pay Rate: \$26.45/hour

Part Time: ☒ **Full Time:** ☐

Supervision Received: Position reports to the Director of Science and Conservation.

Supervision Exercised: None. Oversees herbarium volunteers.

Job Summary:

Under the general supervision of the Director of Science and Conservation and in partnership with other staff as appropriate, the Herbarium Collections and Data Coordinator supports the management, digitization, and accessibility of the Santa Fe Botanical Garden herbarium collection and associated archival materials. This position supports the documentation, preservation, and sharing of biodiversity information related to the herbarium and living collections. Responsibilities include hands-on work with plant specimens and archival materials, specimen processing, cataloging and database management, imaging, georeferencing, research support, and public engagement. The Coordinator maintains the collection's organization, workflows, accuracy, and accessibility, supporting research and educational activities and engaging the public and scientific community. The Herbarium Collections and Data Coordinator performs all duties in service of and in commitment to the mission of the Garden.

This position is temporary, with a two-year term, and part-time, with a regular schedule of approximately 16 hours per week.

Essential Responsibilities:

Collection Management:

- Organizes, preserves, and documents herbarium specimens and associated archival materials, including photographic slides and field notebooks.
- Ensures accurate labeling, cataloging, and storage of collection materials.
- Prepares, repairs, mounts, georeferences, and labels specimens according to established herbarium standards and protocols.
- Maintains an organized herbarium workspace, monitors environmental conditions that support specimen preservation, and oversees herbarium supplies and equipment.

Data and Digitization:

- Enters, updates, and manages specimen data in the herbarium database, maintaining data accuracy and integrity and supporting access to collection information.
- Assists with imaging collection materials and maintains associated digital records and files.
- Develops, updates, and implements collection policies, workflows, and protocols in coordination with the Director of Science and Conservation.

Research and Engagement:

- Assists with herbarium-based research projects, including specimen identification, data analysis, and literature review.
- Partners with the Volunteer Coordinator to recruit, guide, and train herbarium volunteers, and ensures proper specimen handling and data-entry practices.
- Participates in public engagement activities, including guided tours, educational programs, workshops, and community events.
- Supports efforts to increase public awareness of plant conservation and the role of the herbarium.
- Communicates progress, results, and challenges to the Director of Science and Conservation in a timely and professional manner.

Additional Responsibilities:

- Maintains and enhances professional knowledge and competencies in accordance with the Garden's Professional Development SOP, including participation in approved conferences, seminars, certification programs, and other continuing education activities aligned with role responsibilities and organizational priorities.
- Works collaboratively with researchers, students, conservationists, partner institutions, staff, and volunteers.
- Supports collaborative research, conservation, education, and collection initiatives as appropriate.
- Represents the Garden in the Santa Fe community in a variety of settings.
- Other duties as assigned by the Director of Science and Conservation.

Competencies:

- Commitment to the Garden's mission.
- Careful and consistent attention to detail when working with specimens, records, and data.
- Strong organizational skills, with the ability to maintain accurate records and orderly workflows.
- Care and precision in handling delicate plant specimens and archival materials.
- Clear and professional communication with colleagues, volunteers, researchers, and members of the public.
- Interest in botanical collections, plant science, biodiversity, conservation, research, and education.
- Reliable and consistent, with a commitment to accuracy.
- Ability to work collaboratively as part of a team as well as independently.
- Ability to establish and maintain effective relationships with co-workers, supervisors, researchers, students, volunteers, and partner institutions.
- Flexibility, integrity, and the highest degree of professionalism.

Education Requirement:

- Bachelor's degree in botany, plant science, ecology, or a related field; an equivalent combination of education and experience will be considered.
- Master's degree in a relevant field preferred.

Experience Requirement:

- Minimum 1 year of experience working in a herbarium, botanical garden, or similar research collection.
- Experience with collection data entry, cataloging, or database management.

Knowledge, Skills, and Abilities:**Required:**

- Knowledge of plant taxonomy and plant specimen preservation techniques.
- Familiarity with database management and data-entry software.
- Ability to accurately enter, organize, and maintain collection data.
- Ability to handle delicate plant specimens and archival materials carefully.
- Ability to follow established herbarium standards, protocols, and procedures.

Preferred:

- Experience with digital photography and archival imaging practices, including color standardization, metadata capture, and archival file storage.
- Experience with georeferencing software.
- Experience supporting botanical research, specimen identification, data analysis, or literature review.
- Bilingual or multilingual skills.

Special Requirements:

- Valid New Mexico Driver's license.
- May be required to work weekend or evening hours during public programs and community events.
- Ability to successfully pass a criminal background check.

Physical Requirements:

- Must be able to walk on uneven terrain and navigate stairs.
- Must be able to lift and carry materials up to 35 lbs.
- Must be able to bend, reach, lift, and handle delicate specimens and archival materials.

Working Environment:

- Work is performed primarily in a herbarium and office environment, and may include participation in public programs, workshops, community events, and other activities at the Garden.
- The position involves regular handling of preserved plant specimens and archival materials and requires maintaining appropriate environmental conditions and an organized workspace for collection care.

Equal Employment Opportunity:

The Garden is committed to Equal Employment Opportunity. It is our policy to encourage and support equal employment opportunity for all associates and applicants without regard to gender, age, race, color, creed, religion, national origin, ancestry, citizenship, sexual orientation, gender identity, spousal affiliation, marital status, military/veteran status, handicap or disability or membership in any other protected group.

Americans With Disabilities Act:

Applicants as well as employees who are, or become, disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

To Apply:

Please send your resume and cover letter as attachments via email to jobs@santafebotanicalgarden.org and include position title in the email subject line.

Applications will be reviewed **immediately** until the position is filled.

Our Mission: The Santa Fe Botanical Garden celebrates, cultivates and conserves the rich botanical heritage and biodiversity of our region. In partnership with nature, we demonstrate our commitment through education, science, conservation, community service, presentation of the arts, and the sustainable management of our public garden.

For more information, visit us online at <https://visitsfbg.org/staff/>.

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