



Documentation Project Assistant

The Garden Conservancy is the nation's leading national nonprofit dedicated to saving and sharing outstanding American gardens for the education and inspiration of the public.

Headquartered in Garrison, New York, the Conservancy helps new and emerging public gardens become community-based public resources and established public gardens manage both natural and manmade challenges to their survival. The Conservancy shares distinctive gardens and ideas with the public through garden-study tours, educational programs, and Open Days, America's only national garden visitation program. In everything it does, the Conservancy champions the vital role gardens play in our shared culture, history, and quality of life.

Founded in 1989 by renowned plantsman Frank Cabot, the Conservancy has assisted more than eighty gardens across the country and created more than one million opportunities to visit private gardens nationwide.

DESCRIPTION OF POSITION

The Garden Conservancy's Documentation Program requires a temporary project assistant for 10 -20 hours a week. Responsibilities will include following:

- Gathering and organizing relevant archival material
- Assisting with identification and assessment of the archival value of materials
- Categorizing the materials physically (sorting, boxing, labeling)
- Creating a digital catalog of project materials
- Inventorying and description of archival collections in various formats (paper, audio-visual, digital)
- Performing basic administrative level tasks as needed, including scanning, uploading, filing and copying
- Researching and compiling additional information as directed
- Performing necessary conservation tasks for fragile materials

Regional travel will be required as needed to obtain materials stored off-site. This position will report to Garden Conservancy preservation department staff and contracted project manager.

QUALIFICATIONS

- Ability to commit 10 -20 hours per week for a minimum of six months
- Computer proficiency, specifically with MS Office programs
- Highly organized person with experience in archival collections management
- Knowledge of and a strong interest in garden design and history
- Independent, creative individual with strong organizational skills
- Digital film editing a plus

COMPENSATION

\$10/hour; possible course credit commensurate with hours for students

Interested applicants should send a short cover letter and resume to hr@gardenconservancy.org. The position starts immediately upon hire.

For additional information on the Garden Conservancy, visit www.gardenconservancy.org or find us on Facebook @The.Garden.Conservancy, Instagram @thegardenconservancy, or Twitter @GardenConserve.