POSITION OPENING

POSITION: Assistant Garden Curator

Part-time: 10-12 hours per week/12 months per year/Flexible hours

RECRUITMENT ID: 681

LOCATION: Gateway Science Museum

COMPENSATION: $13.00 per hour

ESSENTIAL JOB FUNCTIONS: Reports to Executive Director and makes decisions about the Gateway Gardens in partnership with director and lead staff.

- Oversee gardens and associated projects including garden infrastructure and maintenance
  - Reports major maintenance issues to Executive Director
  - Provides minor garden maintenance (i.e. weeding and watering)
- Provide content support to Education Manager for the development of educational activities and programs in the gardens
- Provide content support to Exhibits Curator for the development of producing self-guided, interpretive, thematic signage, and other materials for gardens

EMPLOYMENT STANDARDS:

- Knowledge of California native plants, general botany
- Experience doing light seasonal garden care and general horticulture practices
- Ability to work independently and take initiative

Desired Qualifications

- Ability to communicate with the public about plants
- Experience in garden interpretation or nature education
- Experience with databases to help maintain Gateway’s Plants Map online

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:

- Chico State Enterprises application
- Cover letter
- Current resume

APPLICATION DEADLINE: Application deadline is September 30, 2019. Open until filled.

Applications can be submitted:

BY MAIL:
Chico State Enterprises
25 Main Street, Suite 206
Chico, CA 95928-5388

IN PERSON:
Chico State Enterprises
25 Main Street, 2nd Floor suite 206
Chico, CA

BY EMAIL:
csejobs@csuchico.edu

BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/cse/

The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

DISCLOSURE OF CAMPUS CRIME STATISTICS

An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/up.

Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises’ policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.