PennState Outreach

THE ARBORETUM AT PENN STATE

2027 Plant Collections Management Internship

Application Deadline: Friday, January 29, 2027 **Position #: REQ_0000082274**

Opportunity:

The Arboretum at Penn State is offering **one paid ($17.00/hr. undergraduate, $18.00/hr. graduate) internship in plant collections management** for undergraduates, graduate students, and recent graduates interested in career paths in museum studies, plant science, horticulture, biology, GIS, or related topics. This position can run for **up to 9 months, preferably beginning in early spring and ending in fall; however exact dates are negotiable.**

This is a short-term position for up to 40-hours per week; **full-time equivalent hours will not exceed 16 weeks.** Scheduled internship activities generally take place between 7:00 a.m. and 3:00 p.m. on weekdays with few exceptions for field trips and professional development opportunities. This is a hybrid position with some remote work opportunities available, although the majority of time will be spent on-site at the Arboretum.

Experience:

This internship will help develop skills relevant to a career in collections management, plant curation, and professional horticulture in a botanical garden setting. Work with the Arboretum's Curator of Living Collections to manage the Arboretum's plant collections utilizing botanical recordkeeping software and various other technologies. Intern will also assist in mapping, labeling, and inventorying the living collections. This position will introduce interns to the world of public gardens, research, media, and visitor services.

Primary Responsibilities:

- Assist in the management of the Arboretum's plant records system using IrisBG recordkeeping software (e.g., verify plant nomenclature and ID; accession, deaccession, update records, export and import reports and data) for internal and public use.
- Assist with maintenance and improvements to the Arboretum's public plant finder/visitor service tool (Arboretum Explorer).
- Collect GPS field data using mobile mapping applications and GIS technology to assist with plant records, public mapping projects, and research efforts at the Arboretum.
- Conduct seasonal plant field inventories in the Arboretum's botanic gardens and greenhouse facilities to document and track our plant collections.
- Create and fabricate public-facing plant display labels and accession tags in-house to document the Arboretum's plant collections.
- Assist with the design and execution of interpretive signage and other special project requests (ex. educational programming; arboretum events, commemorative gifts, and research projects).
- Assist with the creation and public distribution of seasonal plant lists.
- Research the Arboretum's plant collections in order to prepare content for web, print, and social media distribution.
- Assist with plant specimen collection and distribution for research, herbarium, educational, or disease testing purposes.
- Collect and archive images of Arboretum plants and commemorative items.
- Participate in meetings, projects, and field trips to foster Arboretum donor relationships as applicable.

- Assist in the development of collections management resources and procedural documentation.
- Assist with supply inventories and other operational/visitor service tasks as needed.
- Participate in an online Penn State Outreach Upskill Canvas course with your internship cohort to reflect on NACE skills, personal growth, and career readiness.

Qualifications:

- Applicants should be undergraduates, graduate students, or recent graduates and should demonstrate a strong interest in plant science, horticulture, biology, environmental studies, GIS, geography, museum studies, or library and information science. **This position will require working outside in variable weather conditions.** The preferred applicant will demonstrate a working knowledge of plant ID/taxonomy skills or the desire to learn. Strong organizational ability, attention to detail, familiarity working with large data sets, Microsoft Office suites, ArcGIS applications (desired), and the ability to learn new software and technology will be expected. Preference will be given to candidates who can explain how this opportunity will help them reach their career goals.

Requirements:

- Resume or CV
- Cover letter
- Contact information for at least two professional references. Written letters of recommendation are highly preferred.

Application:

- Applications must be submitted online via Workday utilizing the Penn State Jobs website by **Friday, 1/29/27.** This position is listed as **Position #: REQ_0000082274**
- Application instructions are different for Penn State Students, Staff, and External Applicants. Instructions for using the PSU Jobs website are available at https://hr.psu.edu/careers.
- Please make certain to include a **cover letter, resume or CV, and reference materials** with your application materials. **Incomplete applications may not be considered.**
- Qualified applicants will be contacted for **interviews to be scheduled beginning in February 2027.**