



Job Opening

Library and Information Services Associate

The Friends of Birmingham Botanical Gardens seeks a dynamic Library and Information Services Associate to join our dedicated, energetic team. The position will support the organization's educational and community engagement objectives with a primary focus on the library's accessibility, collections, and programming. The library houses a collection of over 12,000 volumes that center around the art and science of horticulture, gardens, garden design, plants, and the environment with a special emphasis on gardening with children and topics of regional interest. Applicants interested in full- or part-time employment will be considered.

Responsibilities:

- Support efficient management of library resources and delivery of exceptional patron services
 - Provide support for the daily operations and essential functions of the library, archives, and programming initiatives
 - Collaborate with the Education and Community Engagement team to incorporate the library collections and space into classes, workshops, programs, and displays
 - Work to create a sense of community, curiosity, and increased science literacy within the library space
- Provide institutional support and synergy
 - Provide hospitality and reference assistance to staff, horticulturists, members, and hobbyists to support a wide range of needs and interests and to promote a culture of lifelong learning
 - Work to reimagine the library as a flexible, accessible space that can adapt as needs and technologies change
 - Professionally represent the Friends at meetings, including those of FBBG staff, committees, Board, and professional organizational associations, as required
 - Be a part of the collective success of the Friends' Education and Community Engagement team; forge constructive partnerships with other staff members; foster productive interdepartmental teamwork
- Develop authentic opportunities for community engagement
 - Research and collaborate with Director to launch new events and programs to engage and cultivate a wide range of new and returning visitors
 - Spearhead new initiatives in citizen science
 - Partner with the Volunteer Coordinator to identify and manage volunteer needs
- Increase relevance and accessibility of collections

- Help to establish the scope of our special collection to reflect and support the work of the Gardens
- Analyze trends in specialty, botanical, horticultural, and public libraries to ensure the collection's relevance
- Create and manage digital assets for the organization, preserving the history and important records of the institution to support both internal work and external research

Qualifications:

- Excellent written and verbal communication skills
- Exceptional organizational skills and attention to detail
- Ability to work independently, set priorities, manage concurrent projects, and meet deadlines
- Strong customer service focus
- Demonstrated collaborative team player and ability to rally the team to produce exceptional results
- Strong working knowledge of PC applications and library technology
- Familiarity with reference research and basic library database skills
- Ability to excel in a fast-paced and physically demanding environment
- Enthusiasm for the Friends' mission and readiness to assist beyond this job description
- Preference will be given to candidates with two or more years of related library and/or education experiences

Some evening and weekend work, depending on operational needs, and work in inclement weather is required.

About Birmingham Botanical Gardens

A facility of the Birmingham Park and Recreation Board, Birmingham Botanical Gardens is the result of a public/private partnership between the City of Birmingham and the nonprofit Friends of Birmingham Botanical Gardens. The Gardens encompasses 67 acres featuring two dozen garden spaces that reflect the region's rich and varied terrain and showcase the many plants that thrive in Southern gardens. Annual attendance exceeds 300,000 visitors.

About the Friends of Birmingham Botanical Gardens

A mission-driven membership organization, the nonprofit Friends of Birmingham Botanical Gardens seeks to protect, nurture, and share the wonders of Birmingham Botanical Gardens. We are dedicated to serving the Gardens; serving the community; serving our visitors; and inspiring a passion for plants, gardens, and the environment. The Friends' work centers around Communications & Marketing, Education & Community Engagement, Gardens Support, and Fundraising.

For more information, visit bbgardens.org.

To Apply:

Please submit letter of interest, resume, and three references in one pdf to careers@bbgardens.org.

Position will be open until filled. Thank you for your interest!

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