

## **OLBRICH BOTANICAL GARDENS CONSERVATORY/GREENHOUSE INTERNSHIP**

**Duration:** 3 - 4 months, starting in late May or early June

**Hours:** 40 hours/week

**Compensation:** \$10.00/hour

**Number available:** 1

**Application deadline:** February 24, 2018

Olbrich Botanical Gardens is a nationally recognized public display garden located in Madison, Wisconsin - a city recognized for its innovation and livability. The gardens include 16 acres of outdoor display gardens and an indoor, tropical conservatory with supporting greenhouses. Olbrich offers a unique opportunity for individuals possessing a passion for the world of public horticulture to learn more about a future career in public gardens.

Interns work directly with Olbrich staff in the Bolz Conservatory and greenhouses to gain valuable practical work experience in botanical garden maintenance. Individuals will learn all aspects of environmentally responsible horticulture and sustainable practices during the course of the internship and are immersed in innovative conservatory and production greenhouse plant maintenance practices.

Interns work in all areas of plant maintenance in the Bolz Conservatory and work extensively with aroids, orchids and other plants in over 80 families. Interns also work in the supporting greenhouses and plant production including annuals, poinsettias, mums and asters. Interns will also gain experience with the behind the scenes operation of the annual summer Blooming Butterflies event. One to two paid field trips to other conservatories and greenhouses are included.

Interns will experience Olbrich's enthusiastic guests during peak visitation times, and will work a five-day per week schedule including Sunday, and one or two of the three summer holidays. Interns will have the opportunity to hone their managerial skills by occasionally supervising and working with volunteers.

Candidates interested in working with a creative, fun and hard-working team of professional horticulturists, and dedicated volunteers, should submit an application, resume, and college transcripts (unofficial acceptable). Incomplete submittals will not be considered for an internship. Preferred applicants are majoring in or graduated from a horticulture or plant science-related scholastic program. Candidates must be available for an onsite interview, if selected for an interview.

Rental housing is available in the area, especially near the University of Wisconsin-Madison campus which is located nearby. Some students may be able to negotiate with an area family in a work-for-rent arrangement.

## Internship Essential Functions

- Ability to lift up to 50 pounds unaided.
- Ability to work in warm and humid conditions.
- Ability to bend, stoop, kneel and work with arms stretched out overhead.
- Ability to work between the hours of 7 a.m. - 3:30 p.m.
- Ability to work a five-day per week schedule including Sunday (for example: Sunday through Thursday).
- Ability to maintain adequate attendance and work holidays when scheduled.
- Ability to work in environments where pesticides have previously been applied (after expiration of mandated prohibited re-entry period).
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships and communicate effectively to work as a team with the staff and volunteers.
- Ability to be tactful and courteous with garden visitors and children.
- Ability to perform heavy manual and semi-skilled tasks for extended periods of time.
- Ability to work with animals, such as birds, fish, and butterflies that are maintained in the Conservatory.
- Ability to use hand tools, pruners, and watering hoses typically used in routine greenhouse and conservatory maintenance.

## Application Materials

- [Application Form](#) (PDF)
- Post-secondary education transcripts (unofficial acceptable)
- Resume (preferred but not required)

**Submit your application by February 24 via e-mail, fax or mail to:**

Colten Blackburn, Conservatory Curator  
Olbrich Botanical Gardens  
3330 Atwood Avenue  
Madison, WI 53704

**E-mail:** [cblackburn@cityofmadison.com](mailto:cblackburn@cityofmadison.com)

**FAX:** (608) 246-4719



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