



# Internship Announcement Plant Records

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The Holden Arboretum has internship opportunities available in Horticulture.

With more than 25 years of experience working with intern's, our program offers interns the opportunity to experience various job responsibilities in a professional environment. On-the-job instruction, educational sessions and field trips are a few ways that we offer as a perfect compliment to academic study.

The Plant Records Intern will participate in inventory of the plant collection: assessing the overall condition of garden plants and measuring their dimensions, locating plantings and other features on the grounds, entering the data to the plant records database, BG-Base, and BG-Map, (an AutoCAD-based software application), and will create and put out records labels on plants. Additional tasks include gathering data on phenology (flowering, fruiting and fall foliage times in particular); collecting and documenting herbarium voucher specimens from plants in the collection; accessioning plants acquired for the collection; and de-accessioning dead or discarded plants, all using BG-Base. The Plant Records Intern will also participate in the production of the annual catalog of plants of The Holden Arboretum.

Holden is one of the largest natural arboreta in the United States. Established in 1931 on 100 acres of land, Holden manages 3,500 acres in Lake and Geauga counties, with 2,900 acres of natural areas and 600 acres of horticultural collections and displays, registering more than 2,000 species of trees and plants.

Interested candidates should send a cover letter indicating the internship being applied for, a resume and three academic or professional references.

Resumes may be sent to the Human Resources Department of The Holden Arboretum 9500 Sperry Road, Kirtland, Ohio 44094-5172 (Attn: 2008.21 Horticulture Internship), or e-mail to [resumes@holdenarb.org](mailto:resumes@holdenarb.org).

**The Holden Arboretum is an EQUAL OPPORTUNITY, ADA EMPLOYER  
and a DRUG FREE WORKPLACE**

Website: [www.holdenarb.org](http://www.holdenarb.org)  
Contact Number: (440) 946-4400

Job Announcement No.: 2008-21  
Posting Date: July 21, 2008  
Closing Date: Until Filled