

Job Title: Digitization Technician
FLSA Status: Non-Exempt
Appointment Type: Part-time temporary
Work Schedule: Part time 16-29 hours/week
Starting Date: February 2025
End Date: July 2025
Reports To: Plant Digitization Assistant
Location: Gainesville and Atlanta, GA

Job Type

Part-time, seasonal. This position is funded for 360 hours per technician at \$12/hour.

Job Function

The Atlanta Botanical Garden invites applications for the position of Spring Digitization Technician in the Conservation & Research Department. The successful candidate will report to the Plant Digitization Assistant under the guidance of the Research Scientist-Genetics, Database Manager, and Plant Documentation Manager-Horticulture.

Essential Duties and Responsibilities

- Take high-quality images of plant collections, including close-up plant photography
- Obtain GPS coordinates for permanently planted accessions
- Edit digital photos according to the standards for this project
- Maintain detailed records of all data collected according to standard operating procedures
- Travel to Gainesville, GA, and Midtown Atlanta, GA required

Qualifications

- Must be organized, detail-oriented, punctual, adaptable
- Experience and samples/portfolio available of digital photography using a DSLR or digital mirrorless camera, shooting on manual focus modes. Include link(s) with your application
- Enrolled in a college, technical, or university program majoring in Photography, Plant Biology, Biology, Horticulture, Ecology, Environmental Science or similar OR holds a Bachelor's degree in one of the above and has graduated in the last four years
- Minimum of one year of prior work experience
- Prior experience with plant identification is advantageous
- Editing experience using Adobe Lightroom Classic is beneficial
- Must have a valid Driver's License and reliable vehicle for travel between garden locations
- Must have a mobile phone for interdepartmental communications

Physical Requirements

- Ability to spend long periods actively working outside during the summer months in Georgia in various weather and temperature extremes
- Must be able to lift and carry up to 50 lbs, and walk the grounds of ABG properties throughout the workday, pulling or carrying equipment

Mental Requirements

Ability to stay focused when working unsupervised as well as when taking instruction. Ability to effectively respond to multiple, changing, and often conflicting priorities is essential. Clear, respectful communication with the general public, co-workers, and peer professionals.

The above job duties and responsibilities describe the general nature and level of work for employees in this position. However, this is not intended as an exclusive or all-inclusive inventory of all duties required of employees in this job.

Review of applications will begin on November 25th, 2024, in the order they are received. Periodic reviews will continue until all positions are filled. Please expect some delays to application review during holidays.

It is the policy of the Atlanta Botanical Garden to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, reasonable accommodations will be made for qualified individuals with disabilities.