Internship Position Description

Position
GIS Horticulture Intern

Purpose and Development Opportunities
As a GIS Maintenance and Support Intern, your primary role is to provide GIS maintenance, support, and training to the Horticulture Department at Minnetrista. Hands-on experience will be gained while actively contributing to the upkeep of our diverse public gardens map. Your focus will extend to enhancing plant knowledge, encompassing perennials, annuals, trees, and shrubs.

In addition to GIS maintenance, you will delve into understanding the pivotal role of GIS in a public garden and the comprehensive efforts to maintain it. As part of the internship, you will undertake an independent project tailored to your individual interests and aligned with the needs of Minnetrista.

Particular Emphasis on Digital Wayfinding Maps: This internship will be specifically geared toward creating digital wayfinding maps utilizing smartphone platforms. This aspect of the role aims to leverage modern technology for efficient navigation within the garden spaces, enhancing the visitor experience.

Reporting Department
Horticulture Department

Reporting Supervisor and Training Provided By
Associate Director of Horticulture, Horticulture Specialist

Length of Appointment
200 hours minimum

Time Commitment
20-40 hours per week preferred. Other schedules may be considered (Monday – Friday 7am-3:40pm).

Salary
A project and time commitment-based stipend of up to $1,000, dependent on the quality and scope of the completed internship hours and project.

Essential duties and responsibilities
- Accomplish an independent project
- Implement proper GIS map maintenance techniques
- Expand plant knowledge
- Other duties may be assigned

Other possible duties and responsibilities may be necessary to research, produce, and present your project at the completion of the internship.
Digital Wayfinding Maps Development:

-Specialize in creating digital wayfinding maps using smartphone platforms to enhance navigation within the public gardens and grounds, contributing to an improved visitor experience.

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GIS Map Maintenance:

 -Implement and execute proper GIS map maintenance techniques to ensure accuracy, relevancy, and reliability of the public gardens map, with a focus on perennials, annuals, trees, and shrubs.

Plant Knowledge Expansion:

 -Actively participate in expanding plant knowledge, covering a wide range of plant types, including perennials, annuals, trees, and shrubs, to strengthen your expertise in horticulture within a public garden context.

GIS Training and Support:

 -Provide training and support to the Horticulture Department in GIS-related tasks, ensuring team members are equipped with the necessary skills for efficient map maintenance and utilization.

Collaborative Projects:

 -Collaborate with other departments within Minnetrista to integrate GIS solutions into broader organizational goals, fostering a cohesive approach to digital mapping and horticulture.

Data Analysis:

 -Conduct data analysis related to GIS mapping, extracting valuable insights to support decision-making processes within the Horticulture Department.

Documentation and Reporting:

 -Maintain comprehensive documentation of GIS activities and submit regular reports, highlighting achievements, challenges, and recommendations for continuous improvement as well as project and internship documentation for the final presentation.

Qualifications
The requirements of the internship include the ability to update, maintains GIS Map, and to work independently. An interest in horticulture and gardening is a plus. Must be reliable and work well with both staff and volunteers.

Work Environment
The internship environment is a typical office environment with a desk, computer, phone, and files; however, must be able to move about the entire Minnetrista 40-acre campus in all weather conditions. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.