Children’s Garden in Residence - Artist
Temporary position: Summer 2011

Description
Dig in and get ready to create teaching aids for our urban summer children's garden program. The Arboretum is seeking an artist to create original visual aids such as posters and flashcards to enhance our existing seven week Children's Garden program. We are seeking a candidate with strong organizational skills, effective team worker, with high attention to detail and works well under tight deadlines.

Specific duties include, but are not limited to:
- Attend teaching team planning meeting on Wednesdays
- Create original artwork that the teaching team requests
- Edit and alter artwork after teaching team evaluation
- Have a life-like/scientific style when creating artwork

Report
This position reports to the Children’s Garden coordinator

Qualifications
Artist must produce quality life-like drawings that accurately reflect the chosen topic and be willing to alter drawings to meet the needs of the teaching team. Artists will be producing drawings of both people and plants. Ability to scan and create digital copies of images that can then be manipulated.

Applicant must have training and or experience in a number of the following:
- Horticultural understanding of plant morphology
- Drawing skills using pen and colored pencil
- Ability to match existing style of curriculum artwork

Commitment
In an effort to compile all the necessary drawings and successful completion of the project, applicants should consider their ability to commit for the entire term of the temporary position as described:

June 22-August 17; Meetings Wednesday Mornings, specific schedule to be determined.

This position will not exceed a total of 40 hours.

Rate of pay and application information
The pay range for this position is $17.50-$25.00 per hour, depending on level of education and relevant work experience.

Employment is conditional on the successful completion of a background check and the completion of all paperwork required by Human Resources.

Email resume, cover letter, and 1-3 professional letters of reference to:
Urban Garden Planning Team, c/o Randy Gage at gage0020@umn.edu

Our Mission:
To create active ways for people to explore the vital links between themselves, plants and the earth

The University of Minnesota Landscape Arboretum is an equal opportunity educator and employer
General Behavior Statements

The Minnesota Landscape Arboretum has the following expectations of all employees in the areas of problem solving, initiative, planning/organizational skills, interpersonal skills, attendance/punctuality and orderliness.

Employees are expected to:

- Identify problems in a timely and efficient manner and offer practical solutions to problems when ever possible
- Consider the effects of decisions made prior to making decision
- Offer suggestions in ways to increase efficiency and productivity
- Make appropriate decisions about when to act independently and when to consult with others
- Use resources wisely, schedule work effectively
- Share information in a courteous manner with other employees to ensure a knowledgeable, efficient, cohesive work force
- Provide information to visitors in a courteous and friendly manner
- Offer help to coworkers when own workload permits
- Arrive for work as scheduled so as to not disrupt, delay or cause additional work for coworkers
- Give proper notification to supervisor of scheduled absences
- Keep work area appropriately presentable to the public
- Return shared equipment/supplies to proper storage area after use or at end of day in ready-to-use condition
- Treat coworkers with respect and consideration
Professional Reference Letter Guide For Urban Garden Programs

What is considered a professional letter of reference?
Professional letters of reference are letters that have been written by a professional who will provide information regarding your skills and abilities to succeed in the job.

Who is considered a professional?
Someone who can validate your experience as an employee, student or volunteer and provide examples of professional and/or academic skills you have demonstrated. Former academic advisors, professors, supervisors, co-workers, or other person that can write about the experiences you have related to the responsibilities of this job. Family, friends, and Arboretum employees are not considered professional references for this purpose.

What should be included in a professional letter of reference?
The following is a guide for the person writing your letter of reference.

The letter should be one page in length and include:
- Name and contact information of the reference, including phone number.
- Name of the applicant.
- Description of the relationship between the applicant and the reference.
- Information regarding knowledge of the applicants professional, and volunteer experience, and academic ability.
- Information about the skills, knowledge, and qualities the applicant possesses which makes them a good candidate for this job.
- Any additional comments you would like to share about the applicant.

Please email reference letters to Urban Garden Planning Team
C/O Randy Gage  gage0020@umn.edu