Opportunities at the U.S. Botanic Garden (Jobs and Internships)

CURRENT OPENINGS

Job openings can be researched online at the Architect of the Capitol website. Positions are listed under the Architect of the Capitol, the administering agency for the U.S. Botanic Garden.

- Chief of Visitor Services, Learning and Engagement Team  
  - Applications due September 2, 2022
- Visitor Services Coordinator, Learning and Engagement Team  
  - Applications due September 7, 2022
- Plant Curator, Horticulture Team  
  - Applications due September 12, 2022
- Find other jobs through Architect of the Capitol at [www.usajobs.gov](http://www.usajobs.gov)

Summer Employment

AOC Summer Internships

AOC internship opportunities are offered through both the Horticulture and the Learning and Engagement Divisions. To research these and similar opportunities, please visit [www.aoc.gov/careers](http://www.aoc.gov/careers) and [www.usajobs.com](http://www.usajobs.com).
*These positions are paid and mainly available during the summer.

Please see each internship application page for full description of work and application requirements. Watch the FAQ video below for tips on applying.

- **USBG Horticulture Aide internship** through Architect of the Capitol, summer internship
  
  Applications are typically due in December for the following summer.
  
  **Description:** Application must be submitted via the www.USAsjobs.gov link above

- **USBG Visitor Assistant Aide internship** through Architect of the Capitol, summer internship
  
  Applications are typically due in December for the following summer.
  
  **Description:** Application must be submitted via the www.USAsjobs.gov link above

- **USBG Architectural or Engineering Aide Internship** through Architect of the Capitol, summer internship
  
  Applications are typically due in December for the following summer.
  
  **Description:** Application must be submitted via the www.USAsjobs.gov link above

- **USBG Office Clerk internship** through Architect of the Capitol, summer internship
  
  Applications are typically due in December for the following summer.
  
  **Description:** Application must be submitted via the www.USAsjobs.gov link above

- **USBG Building Automation Technology Aide internship** through Architect of the Capitol, summer internship
  
  Applications are typically due in December for the following summer.
  
  **Description:** Application must be submitted via www.USAsjobs.gov

Watch this video for tips about how to apply for USBG internships through the Architect of the Capitol summer internship program:
Hands On Plant Science Summer Positions

- Hands On Plant Science (HOPS) Fellowship (Click for more information and to apply)
  * Applicants must be at minimum a rising college senior, preferably with a background in environmental education, plant science, and/or horticulture. A $4,000 stipend is provided. The deadline for applications is Thursday, March 31, 2022.

This position assists with preparation of the Hands On Plant Science (HOPS) program. The Fellow works in collaboration with the USBG Education team to assemble the HOPS program, train the community facilitators, observe the facilitation of and student engagement with the HOPS activities in the community, assist with gathering data to evaluate the program’s impact and effectiveness, and assist the Friends of the USBG with other duties as needed.

Thank you for your interest in interning at the United States Botanic Garden! High School and College / Graduate Internships are closed at this time. Please check back for possible openings.

High School Students
These positions offer high school students the opportunity to gain plant and environmental teaching skills through the facilitation of hands-on educational modules and programs at the United States Botanic Garden. *These positions are unpaid. Must be at least a rising high school junior to apply.

- Fall Learning and Engagement Internship
- Spring Learning and Engagement Internship

Due: Internships are closed at this time.

College / Graduate Students

- College Education Intern
  Interns will gain experience in plant and environmental education, with a special emphasis on hands-on learning. Selected interns will work with USBG staff to complete a specialized educational project that meets their career and course objectives. *Positions are unpaid. Applications are accepted on a rolling basis.
  
Due: Internships are closed at this time.

Please contact us for any questions about internships.

Volunteer Opportunities
Thank you for your interest in volunteering at the United States Botanic Garden! Please see our Volunteer page to learn more about becoming a volunteer.

**Contract Opportunities**

**Four Season Visitor Study**
The USBG requires a visitor study to be conducted in multiple seasons to provide up-to-date visitor information to inform changes to current services and programming, planning for future services, exhibitions, interpretation, and programming.

Proposals and AOC Form 18 (both the main form and the continuation page) due Wednesday, August 31, 2022 by 5:00 p.m.

- Statement of Work
- AOC Form 18 - RFQ (part 1 of 2)
- AOC Form 18 - RFQ Continuation Page (part 2 of 2)
- Technical Evaluation Plan
- Terms and Conditions (Small Purchases)
- Service Contract Act

**Source URL:** https://www.usbg.gov/opportunities-us-botanic-garden-jobs-and-internships