

Job Description - Orchid Laboratory Manager

Job Purpose

The Eric Young Orchid Foundation is looking for an Orchid Laboratory Manager. The Lab Manager will take primary leadership of all laboratory operations. As an orchid hybridising organisation, making new hybrids and growing them from seed is an essential function at the very core of our identity and operations. The Lab Manager will be responsible for overseeing all seed sowing and replating operations, treating hybrids for ploidy conversion, making limited cloning runs for multiplication of valuable plants, and using meristem isolation for the purposes of virus removal from select plants, among other duties. The Lab Manager will be responsible for maintaining a clean, orderly, and efficient laboratory, and overseeing other staff assisting with lab work. There may be opportunities for other types of lab work in the future, such as chromosome counting and participation in experiments as necessary.

The Lab Manager reports directly to the Curator.

Main Responsibilities

- Oversees and participates in the daily functions of the laboratory, including, but not limited to:
 - Preparing culture media and materials for propagation
 - Sowing seed and replating (subculturing) seedlings
 - Treating chosen seedling groups for ploidy conversion
 - Meristem isolation of virus positive plants for virus-free cloning
 - Small batch micropropagation (cloning) of key plants
 - Maintaining all lab records digitally
 - Experimentation with various culture media, tools, and materials
- Overseeing other staff who help with lab work
- Managing lab supplies and materials
- Engaging with the scientific community about laboratory protocols, innovations, and improvements
- Continuing to develop as a lab professional by attending conferences, trainings, and reading industry texts
- Ensures that the lab is clean, efficient, and organized
- Will process at least 200 seedpods and the associated replates annually

- Cleaning and maintaining lab equipment and instruments
- Ensuring lab equipment and protocols meet safety requirements
- Maintaining up-to-date SDS for lab chemicals
- Obtain and hold a pesticide license and utilise pesticides as needed in the lab

Qualifications, Skills and Experience Required

- Will have a diploma, or bachelor's/master's degree in biology, horticulture, or related field
- Will have at least 3 years working as an experienced and qualified lab technician, with education and/or experience in the laboratory setting
- Will have experience sowing orchid seeds, or at least be familiar with their protocols
- Will have learned and practiced meristem isolation, and will have hands-on experience with micropropagation (cloning)
- Will be an expert in sterile culture and maintaining a clean lab
- Will be an organised and efficient person, able to manage numerous complex tasks at one time, and will ensure all work is timely
- Will be disciplined and detail oriented, ensuring lab protocols are carried out precisely
- Will be fastidiously dedicated to excellence in their work
- Will be familiar with basic lab safety protocols and proper use of chemicals and equipment
- Will be skilled in common computer applications, such as Outlook email, Excel, and Word, and willing to learn new ones (Hortis Plant Records System)
- Will adhere to all EYOF safety policies and procedures
- Will support the goals and initiatives of EYOF
- Will be able to lift 23kg