

JOB DESCRIPTION

Position Title: Lead Horticulturist, Core Gardens

Written By: Susan Mertz, Director of Horticulture

Position Reports to: Phil Bishop, Assistant Director of Horticulture

Effective Date: June 2022

Department: Horticulture

Exempt/Non-Exempt: Exempt, Salary

1. Position Summary

This position is responsible for the overall horticultural management, display and maintenance of the Core Gardens, including these high impact spaces: Highway Entrance, Gatehouse, Woodland & Stream, Chapel, Island Garden, Perennial Garden, East Landscape, Conifer, and Fountain Garden. The Lead will have additional oversight of staff responsible for garden installation and involvement with special events. Approximately 20% of time is in the office with administrative/management tasks and 80% hands-on in the gardens.

The highest quality and execution should be focused on the maintenance and development of the aforementioned areas, providing the visitor to Powell Gardens a setting for a botanical garden experience.

2. Essential Functions

Gardens

- Implement thoughtful strategies for garden maintenance allowing for the least amount of impact to the visitor experience.

Collection Care

- Coordinate and communicate with the Assistant Director of Horticulture, maintenance and development of curated collections.

Garden Maintenance

We strive for excellence with horticultural display and impact on visitor experience, emphasizing the quality of collections, materials, function, and design. By maintaining exemplary standards of horticultural care, we reflect this commitment to excellence, ensure the optimal health of our living collections, and create a landscape of enduring beauty giving a positive impact on visitor experience.

- Oversee and participate with the timeline for displays, installation, maintenance, and containers:
 - January – clean up perennial beds, oversee de-installation of FOL
 - February – clean and compost outside beds
 - March – continue clean up and composting of beds, clean up early spring flowering perennials, fertilize perennial beds, plant overwintered perennials, plant early spring annuals, plant spring containers
 - April – forced bulbs in place, install tender annuals and cool season crops, water, weed, deadhead bulbs as needed
 - May – prune deciduous trees as needed, weed beds, water, edit underperforming plants, daily deadhead perennials and roses, pick Japanese Beetles
 - June – plant summer annuals first week of June, water, weed, deadhead, stake plants as needed, plant summer containers

- July – transplant annuals/perennials as needed, prune larger vines as needed, remove dead foliage in perennial beds, deadhead daily
- August - transplant annuals/perennials as needed, prune larger vines as needed, remove dead foliage in perennial beds, deadhead daily
- September – pull summer annuals in preparation of fall installation, clean up perennial beds, plant fall containers, plant fall beds
- October – water, weed, prune, install FOL, plant bulbs
- November – remove fall display plantings, plant spring bulbs, install holiday display (FOL mid-November thru first weekend in January)
- December – water, clean up, replace poinsettias as needed, clean up leaves in beds
- Meet and record visitor impact goals for assigned areas.
- Utilize project management tools, incorporate team with managing projects, and keep project management tool updated.

Garden Manual

- Assist with annual content updates for the Core area’s garden manuals.

Plant Accession and Plant Tags

- Assist with accurate documentation of the area’s plant records and requests for new and updated plant tags.

Plant Production and Purchase

- Communicating, coordinating and assisting Greenhouse production of all seasonal plant designs and annual plant needs.
- Communicate needs for finished plant material to the Director of Horticulture.

Pest and Disease Management

- Identify and control threatening plant pest and diseases as required.

Seasonal Festivals and Exhibitions

- The horticulture team is an integral part of planning, designing, installing and tearing down seasonal festivals and annual exhibitions. Participation in meetings and working festival shifts beyond traditional garden hours will be required.

Facilities Maintenance

- Working with the Director of Horticulture and Maintenance Manager, proactively assess the structural integrity and equipment needs of areas specifically, but not solely related to the irrigation and structural elements of the turf.
- Inspect and communicate concerns and needs in a timely manner allowing enough lead time to manage issues

Volunteers/Interns

- Provide direction and support for all volunteers and interns in your area
- Evaluate volunteers and interns as required
- Ensure volunteers/interns are properly trained, utilizing best practices in the Gardens

Strategic Leadership

- Design and maintain gardens with the goal of an elevated visitor experience.
- Collaborate to support success of entire horticulture staff, other departments, Powell Gardens, and Garden revenue stream.
- Lead, manage, and train a team of garden staff and volunteers within assigned garden team.
- Oversee scheduling of all related staff and volunteers including weekend duty.
- Provide direction and guidance for all working with garden team with clear instructions and goals.
- Consult and advise with volunteer coordinator to build volunteer teams.
- Collaborate with production staff for plant selection and orders in a timely manner.
- Protect, share, display, and curate collections.
- Utilize Garden resources wisely.
- Explore and implement strategies to activate gardens in support of festivals.
- Consult and advise with volunteers and appropriate staff as required.

3. Sphere of Responsibility

Supervises staff that may include:

- Horticulturist
- Senior Gardeners
- Gardeners
- Interns
- Volunteers

Member of the Horticulture Leadership Team

Member of the Middle Management Team

4. Internal and External Contacts

Internal: All levels of staff and volunteers

External: Vendors, donors, Board members, visitors, members, contractors

5. Consequence of Error

This position is responsible for the Core Gardens, including Woodland Stream, Chapel Meadow, Island Garden, Perennial Garden, East Landscape, and Fountain Garden at Powell Gardens. The overall quality and presentation of these areas often provide the visitor with their first impression. The inability to provide the leadership and quality of these areas will affect the overall visitor experience, donor cultivation and community support. High standards must be upheld in all areas under this position. Advocacy and problem-solving are key to success for this person.

6. Experience/Education

Education	AAS or Bachelor's Degree in Horticulture, Plant Sciences or related field
Experience	3-5 Years in a botanical garden or similar field; preferred experience in Arboriculture, Grounds and Natural Resources
Knowledge	Operate necessary equipment such as mowers, trimmer, other garden equipment and vehicle. Must obtain certified non-commercial applicator's (pesticide license) and valid driver's license Basic knowledge or experience in plant conservation, ecology, plant taxonomy, and nomenclature.
Communications	Written and oral communication skills Public speaking and training as required Timely and organized
Core Competencies	<p>Action- Oriented and Nimble Learning Readily takes action on challenges, without unnecessary planning; identifies and seizes new opportunities; displays a can-do attitude in good and bad times; steps up to handle tough issues; learns quickly when facing new situations; experiments to find new solutions; takes on the challenge of unfamiliar tasks; extracts lessons learned from failures and mistakes</p> <p>Builds Networks Maintains relationships across a variety of functions and locations; draws upon multiple relationships to exchange ideas, resources, and know-how; consults with a wide network of internal and external connections; connects the right people to accomplish goals, works through formal and informal channels to build broad-based relationships and support.</p> <p>Collaborates Models collaboration across the organization; facilitates an open dialogue with a wide variety of contributors and stakeholders; represents own interests while being fair to others and their interests; credits others for their contributions and accomplishments; promotes high visibility of shared contributions to goals.</p> <p>Cultivates Innovation Moves beyond traditional ways of doing things; pushes past the status quo; continually assesses the market potential of an innovative idea or solution; finds and champions the best creative ideas and actively moves them into implementation; tries multiple varied approaches to innovative ideas; builds excitement in others to explore creative options.</p> <p>Drives Results Has a strong bottom-line orientation – sets aggressive goals and high standards; persists in accomplishing objectives despite obstacles and setbacks; has a track record of exceeding goals successfully; pushes self and helps others achieve results; pursues everything with energy, drive, and the need to finish.</p> <p>Financial Acumen Develops and manages budgets for assigned areas; reallocates resources as necessary; encourages all too effectively manage expenses and resources; integrates various factors from multiple perspectives to formulate possible outcomes.</p>

	<p>Managing Change & Improvement Measures effectiveness in initiating changes; adapts to necessary changes from old methods when they are no longer practical; identifies new methods and generates improvement in the organization's performance.</p> <p>Manages Conflict Step up to conflicts, seeing them as opportunities; asks questions and listens closely to all issues presented; finds common ground and drives to consensus, ensuring that all feel heard; defuses high-tension situations effectively.</p> <p>Optimizes Work Processes Designs processes and procedures that allow managing from a distance; seeks ways to improve processes, from small tweaks to complete reengineering; separates and combines tasks into efficient and simple workflow; thinks about the whole system, focuses efforts on continuous improvement; identifies and seizes opportunities for synergy and integration.</p> <p>Situational Adaptability and Decision Quality Picks up on situational cues and adjusts in the moment; readily adapts personal, interpersonal, and leadership behavior; understands that different situations may call for different approaches; can act differently depending on the circumstances: Makes sound decisions, even in the absence of complete information; relies on a mixture of analysis, wisdom, experience, and judgment when making decisions; considers all relevant factors and uses appropriate decision-making criteria and principles; recognizes when a quick 80% solution will suffice</p> <p>Tech Savvy Anticipates the impact of emerging technologies and makes adjustments; readily learns and adopts new technologies; continually scans the environment for technology breakthroughs; experiments with a wide range of existing technologies while applying new and emerging options that can enhance organizational outcomes; encourages others to learn and adopt new technologies.</p>
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7. Physical Requirements/Work Environment

Must be able to lift 40lbs; accomplish strenuous work an and ongoing basis in various conditions ,including extreme heat and cold ; willingness to don waders and enter the garden pools; must have dexterity and be able to groom plants and prune with speed and accuracy; ability to work evenings, holidays and weekends as required.

8. Application Process

Applicants interested in the lead horticulturist position must submit the following to Daren Fristoe, dfristoe@powellgardens.org.

- Cover letter addressing the following:
 - Why are you interested, and what professional experiences do you bring to the position and Powell Gardens?
 - What areas of horticulture do you have experience?
 - What is your experience with leadership roles and project management?
- Resume

- Three references: professional, academic, and/or personal

Disclaimer Statement:

Every effort has been made to make your job description as complete as possible. However, this position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other duties requested by their department supervisor.

Accepted By: _____ Date: _____