Horticulture Manager Job Description

Reports to: President and CEO, Taltree Arboretum & Gardens

Function: Leads the horticultural team in creating and maintaining horticultural displays to drive year round attendance and further TAG’s mission. Manages and maintains the integrity of native areas, including, but not limited to restored prairie and wetlands. Develops and monitors departmental structure and responsibilities to accomplish short-term and long-term goals.

Status: Exempt

Schedule: Full-time, with mandatory weekend and holiday rotation and occasional evening hours

Revision Date: November 2012

Primary Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and performs other duties as assigned.

The Horticulturist’s primary functions include:

- Establishes and maintains high horticultural standards and practices; providing direction, training and motivation for the horticultural staff, interns and volunteers
- Is a hands-on leader, actively working in the daily horticultural tasks in the exterior gardens and greenhouses
- Works with garden volunteers/docents developing long-term productive relationships and growing the size of the program overtime
- Manages and supports overall plant health and soil nutrition strategies for all gardens to include sustainable gardening practices and integrated pest management in the outdoor and indoor gardens
- Establishes and oversees a systematic plant records policy, including direction of the plant collection policy and design aesthetic in coordination with Taltree’s master plan, mission, and strategies
- Coordinates heating and cooling of greenhouses, irrigation systems and maintenance of horticultural equipment collaboratively with Grounds and Buildings Manager
- Responsible for the operational department budgets, budget monitoring, strategic planning, and any horticultural capital projects as needed (i.e, installation of new gardens)
- Works as part of a cross-departmental team which identifies, solicits, and cultivates funding sources for TAG, including grants, individual, and corporate donors
- Serves as part of a cross-departmental Management Team that creates and executes mission driven events and exhibits at TAG
- Collaborates with the Education and Outreach Manager to identify opportunities for programming and interpretation for the gardens and collections
• Works closely with the Operations Director to identify opportunities to attract attendees throughout the year by promoting TAG to the public

• Maintains inventory of propagation and growing equipment and supplies, and orders additional materials as needed

• Arranges purchase, sale, or exchange of plants with representatives of similar institutions, promoting collaborative relationships with like institutions

• Develops, maintains, and promotes positive and professional relationships with internal staff, volunteers, members, vendors, contractors, media, and the general public

• Serves as departmental liaison for Board of Directors’ Collections Committee

• Maintains herbarium and BG Base collections records

• Teach topical classes as needed

**Supervisory Responsibilities**

• Directly supervises 3-5 non-supervisory employees.

• Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

• Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualifications**

The requirements listed below are representative of the knowledge, skill, and/or ability required for this position.

**Education and Experience**

• Bachelors degree in horticulture, botany, natural sciences or a related field

• Minimum of four years experience as a professional horticulturist

• Minimum of two years experience in management position

• Demonstrated knowledge of plants native to Indiana

**Licenses and Certifications**

• Must have a State of Indiana Pesticide Applicators License for turf, ornamentals, greenhouse and aquatic pest management (or obtain within 3 months)

• Must possess a valid State of Indiana Driver's License

**Language Skills**

• Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations written in the English language

• Ability to write reports, business correspondence, and procedure manuals

• Ability to effectively present information and respond to questions from groups of
managers, clients, customers, and the general public.

- Ability to organize, plan and teach instructional classes in horticulture related topics

**Mathematical Skills**
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**Cognitive and Reasoning Ability**
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills**
- Knowledge of BG Base
- Knowledge of social media; ability to “tweet” and post of Facebook.
- Ability to use Microsoft office suite efficiently

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel crouch, or crawl; talk or hear and taste or smell. The employee is frequently required to stand and walk. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to wet and/or humid conditions. The employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.