

# Director of Horticulture

New England Botanic Garden at Tower Hill, PO Box 598, Boylston MA 01505 508-869-6111

<b>Direct Manager:</b>	Chief Executive Officer		
<b>Department/Group:</b>	Horticulture	<b>Job Category:</b>	<ul style="list-style-type: none"><li>• Exempt</li><li>• Permanent</li><li>• Full-time</li></ul>
<b>Location:</b>	Boylston, MA	<b>Travel Required:</b>	Occasional
<b>Salary or Rate Range:</b>	\$105,000 – 130,000	<b>Apply at:</b>	<a href="https://nebg.isolvedhire.com/jobs/">https://nebg.isolvedhire.com/jobs/</a>
<b>Date posted:</b>	August 5, 2024	<b>Posting Expires:</b>	Open Until Filled

New England Botanic Garden at Tower Hill (NEBG) believes diversity in nature promotes a healthy, vigorous garden. We believe that diversity among our staff promotes a healthy work environment and a vigorous organization. We recruit, employ, train, compensate and promote regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law. We believe in diversity of race, gender identity, sexual orientation, religion, ethnicity, national origin, ability, and all the other traits that make us unique. New England Botanic Garden is an equal opportunity employer.

NEBG does not require its staff to be vaccinated for Covid-19, but we urge everyone to receive an updated dose as they become available to protect themselves and each other.

The Director of Horticulture is expected to carry out the responsibilities of the job in ways that support NEBG's mission and its commitment to creating a diverse and welcoming organization.

- Be welcoming to all staff and the public
- Be respectful of staff differences and preferences
- Use gender neutral communication styles
- Respect everyone's pronouns
- Attend IDEA (Inclusivity, Diversity, Equity and Accessibility) workshops and training sessions
- Make efforts to support a diverse work force.
- Develop and a culture within the department that recognizes and supports NEBG's IDEA initiatives.

## Position Overview

The Director of Horticulture is responsible for the horticulture aspects of a top-ranked botanic garden in New England. The ideal candidate will have expertise in horticulture, collections management, staff leadership, and garden design. They will lead the horticulture team to create inspiring garden displays and develop significant plant collections in formal and naturalistic gardens, as well as managed woodlands, trails, meadows, conservatories, greenhouses, and growing facilities, throughout a 200-acre property.

## Responsibilities

- Manages all living plant collections, gardens, conservatories, growing facilities, woodlands, and landscapes.
- Manages garden infrastructure and equipment in coordination with the Director of Facilities.
- Serves as project manager for capital hardscape projects.

## Director of Horticulture

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- Supervises a department of 12 full-time horticulture staff, temporary gardeners, interns, a part-time administrative assistant, and Garden volunteers.
- Trains and develops Horticulture staff and interns.
- Coordinates outsourced services related to horticulture.
- Determines annual budget needs, authorizes budget expenditures and manages the approved operating budget for the Horticulture Department.
- Coordinates cross-departmental activities, events, exhibitions, and programming taking place in the gardens and conservatories.
- Serves as part of the leadership and design teams for *Night Lights* winter light show, annual orchid show, and other events and exhibitions as needed.
- Manages seasonal snow removal operations.
- Integrates operations of Horticulture Department into the mission and goals of the Garden as a whole, guided by the strategic plan.

### Horticulture, Design and Display

- Responsible for review and implementation of Living Collections Policy, curation of the living collection, and management of the plant accession database.
- Provides the aesthetic vision and inspiration for horticultural displays. Oversees design and implementation of seasonal displays.
- Establishes horticulture standards and priorities, with an emphasis on sustainable, organic, and integrated pest management practices and methods without compromising plant health or quality of display.
- Coordinates activities in the growing houses and nursery.
- Collaborates with the Manager of Exhibitions to incorporate artworks into garden spaces or create horticultural exhibits.
- Implements elements of the strategic plan related to horticulture, emphasizing plant collections of focus, collection certification, horticultural display, and garden accessibility for guests of diverse backgrounds.
- Provides horticultural content and review for NEBG's publications and interpretative materials.

### Leadership and Interpersonal Relations

- Serves on the Garden's senior leadership team and participates in long range planning.
- Embraces the Garden's commitment to excellence in guest services and willingly integrates the work of the Horticulture Department with the efforts of all other departments.
- Works with Board of Trustees, permanent and ad hoc committees, and donors.
- Ability to collaborate and communicate effectively with horticulture staff and other departments.
- Collaborates with Advancement Department to support fundraising and stewardship initiatives related to horticultural objectives, including dedications of gardens, items, and trees.
- Collaborates with Marketing and Communications Department to promote NEBG and strengthen our brand. Makes presentations to media when requested; prepares horticulture staff to do the same.
- Pursues leadership opportunities in regional and national horticultural associations.
- Establishes professional relationships with vendors, allied organizations, and individuals in the region and nationally.

### Supervision and Training

- Trains, supervises, nurtures, encourages, assesses, and counsels horticulture staff.
- Fosters teamwork and mentors staff members.
- Identifies professional development opportunities, certifications, and trainings for staff.
- Empowers staff by granting authority and autonomy whenever possible.
- Develops, implements, and monitors horticulture intern programs in partnership with the Volunteer and

# Director of Horticulture

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Intern Coordinator.

- Screens, interviews, and hires candidates for positions in the Horticulture Department.
- Oversees inventory control measures for plant material, supplies, and equipment.
- Oversees preventive maintenance cycles for structures, systems, equipment and vehicles for the Horticulture department in coordination with the Director of Facilities.
- Ensures compliance with all applicable federal and state laws and regulations as they pertain to the responsibilities of this position.
- Performs other duties as assigned by CEO.

## Schedule

The Director of Horticulture position is salaried and exempt from overtime. The standard work schedule for this position is Monday-Friday. However, the schedule may be flexible to suit the needs of the organization and may at times involve weekend or evening hours. Work is performed both indoors and outdoors, and the Director will be asked to assist with event management in outdoor roles.

## Education and Experience

- Must be a well-organized, seasoned, and empathetic leader.
- Demonstrated knowledge of sustainable landscape and conservatory practices and hardy plant care appropriate to the region.
- Knowledge of greenhouse plant production techniques.
- Demonstrated ability with the design and installation of inspiring botanical displays.
- Demonstrated ability with landscape maintenance equipment.
- Must have a clear and open style of communication and ability to keep staff informed and motivated.
- Demonstrated ability with computers, Microsoft software programs, and plant records management software.
- Bachelor's or Master's degree in horticulture preferred.
- A minimum of five years of experience leading, teaching, and motivating staff.
- A minimum of seven years of experience in the field of horticulture, garden management, or landscape maintenance/management.
- Training and experience in best horticulture practices, with an emphasis on sustainability.
- Experience with construction management; ability to understand construction drawings and specifications, to oversee garden development.
- Thorough knowledge of pesticide regulations; holds a current pesticide applicators license or acquires one at the next exam offering.
- Other combination of education/experience appropriate to the job will be considered.

## Physical Demands / Working Conditions:

- Must be able to lift 50 pounds and work outdoors in all seasonal extremes.
- Must be able to bend, squat, kneel, stand, and walk for extended periods of time and to navigate uneven grounds and stairs evenly.
- Must be able to work with appropriate computer and communications equipment.
- While performing the duties of this job, the employee is frequently required to receive oral and written instructions in English and to clearly communicate in English in person, over the telephone, through email and through other electronic means.
- The employee is required to visually or otherwise identify, observe and assess. Special vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to

## Director of Horticulture

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adjust focus.

*Note: Duties described above, other duties and physical demands have been identified as essential functions as required by the Americans with Disabilities Act.*

### **Safety**

- Works with an awareness of surroundings and vigilant to any possible threat to the safety of staff and the public, or to NEBG property. Ensures all concerns are reported promptly.
- Reports all accidents and injuries immediately to an immediate supervisor and/or Chief Financial & Operations Officer, or designee.
- Complies with provisions of the current Employee Handbook, all published personnel policies, and the requirements of the job description.

# Director of Horticulture

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