

Horticulture Intern

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

Direct Manager:	Director of Horticulture		
Department/Group:	Horticulture	Job Category:	<ul style="list-style-type: none">• Non-Exempt• Full-time• Temporary, 3 months starting in April/May
Location:	Boylston, MA	Travel Required:	No
Salary or Rate Range:	\$17.00/hour	Apply at:	https://bit.ly/nebg-jobs

The Horticulture Intern is expected to carry out the responsibilities of the job in ways that support NEBG at TH's mission and to 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 and respect individual's pronouns
- Make efforts to support a diverse work force.

Position Overview

The Horticulture Intern will report on a day-to-day basis to the Director of Horticulture or their designee. The intern will gain valuable hands-on experience in ecological horticultural practices, including indoor and outdoor display garden maintenance, groundskeeping, record-keeping, and basic plant care. In addition, the intern will be given time and technology access during the workday to develop a project presentation that will complement their related personal interest. The final presentation will be given to NEBG staff. Field trips to other horticultural sites as well as pertinent networking opportunities will be included during the course of the internship.

Schedule

The Horticulture Internship position is full-time temporary and non-exempt. The standard work schedule for this position is approximately 40 paid hours per week, either Tuesday through Saturday or Sunday through Thursday; however, the schedule may be flexible to suit the needs of the organization, may involve weekend hours, and may involve evening hours. Work is performed both indoors and outdoors, and the Horticulture Intern may be asked to assist with event administration in both indoor and outdoor roles.

Qualifications

Preference will be given to those candidates who have some or all the following qualifications:

- One or more years of college-level course work in horticulture, propagation, botany, landscape design, plant conservation, or other plant-related field, or equivalent experience.
- Previous work experience in a nursery, greenhouse, or arboretum/botanic garden or in park maintenance.
- Career plans in the fields of horticulture, landscape architecture, or another plant-related field.
- Responsible and self-motivated.
- Preference for summer internships is given to those who can begin in May and commit to three full months.

Physical Demands / Working Conditions

- Must be able to lift 50 pounds repeatedly.
- Must be able to work indoors in conservatory conditions and outdoors in all seasonal extremes.
- Must be able to bend, squat, kneel, stand, and walk for extended periods of time.

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- Must be able to work safely with appropriate tools and machinery.
- Must be able to work with standard communications equipment and office technology and software.

Safety

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

In addition to being an Equal Opportunity Employer, NEBG at Tower Hill aims to create an inclusive workplace that values each member of our team. We aspire to reflect and serve our visitors as well as the communities of Worcester County, Massachusetts and New England.