

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:	\$17.50/hour	Apply at:	https://bit.ly/nebg-jobs

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 resources to develop a project presentation that will complement their related personnel 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.

Why you should apply

- Be part of an exceptional, respectful, and inclusive workplace culture that values both high performance and work-life balance.
- Build hands-on skills in cutting-edge horticulture and sustainability practices.
- Work for an organization deeply committed to diversity, equity, inclusion, and accessibility (IDEA).
- Explore opportunities to attend IDEA workshops and initiatives that foster a culture of belonging across the organization.

Responsibilities

- Work under the direction of the Director of Horticulture, Formal Gardens Manager, and other full-time horticulture staff to maintain garden areas to high standards.
- Support the maintenance of garden infrastructure and equipment.
- Be welcoming to all staff and the public and respectful of staff differences and preferences.
- Work with an awareness of surroundings in accordance with NEBG safety policy.
- Comply with the provisions of the current Employee Handbook, all published personnel policies, and the requirements of the job description.
- Perform other duties as assigned for the success of the gardens and programming.

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 7:00am to 3:30am with an unpaid 30-minute lunch.**; 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.

Physical Demands / Working Conditions

Horticulture Intern

- 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 and to navigate uneven grounds and stairs evenly.
- Poison ivy, ticks, mosquitoes, bees, and other stinging insects will be encountered on the property. Training and personal protective equipment will be provided.
- Must be able to comfortably and safely work at heights on ladders with training.
- Must be able to work with appropriate tools and machinery.
- Must be able to work with standard communications equipment and office technology and software.

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

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.