

Conservatory Gardener

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

Direct Supervisor:	Conservatory and Formal Gardens Horticulturist II		
Direct Manager:	Formal Gardens Manager		
Department/Group:	Horticulture	Job Category:	<ul style="list-style-type: none">• Non-Exempt• Full-time• Benefits Eligible
Location:	11 French Drive Boylston, MA 01505	Travel Required:	Occasional
Salary or Rate Range:	\$20.50 - \$22.00 hourly	Apply at:	https://bit.ly/nebg-jobs

Position Overview

The Conservatory Gardener is a year-round, hands-on gardening position focused on maintaining New England Botanic Garden's indoor conservatory collection and associated outdoor formal garden spaces. This role involves caring for a diverse collection of potted and in-ground plants using the best horticultural practices and supporting special exhibitions and events, while ensuring accessibility and safety for the public. This position requires consistent weekend coverage with a five-day schedule Tuesday through Saturday.

Why you should apply

- Be part of an exceptional, respectful, and inclusive workplace culture that values both high performance and work-life balance.
- Enjoy comprehensive benefits, retirement savings options, generous paid time off, and holidays.
- 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:

- Support the maintenance of conservatory collections and assigned outdoor garden areas using sustainable horticultural practices.
- Maintain the living collections and equipment in conservatory support spaces including Growing House, Pit House, Propagation House, Potting Shed, and storage and office spaces.
- Support the maintenance of garden infrastructure and reporting maintenance needs to the appropriate personnel.
- Support all aspects of design and installation for the Garden's winter light exhibition, *Night Lights*.
- Perform horticultural tasks including but not limited to pruning, fertilizing, watering, weeding, pest, and disease scouting and control, repotting, and acclimatizing plants.
- Propagate plant material for seasonal displays and enhancement of the garden's living collection
- Support the seasonal relocation of containerized conservatory collections throughout the outdoor gardens in spring and back indoors in fall. This includes proper acclimatization and the creation of visually stunning and educational displays as directed by the Formal Gardens Manager.
- Support the aesthetic vision and inspiration for horticultural displays in assigned garden areas.
- Work with the Horticulturist II on implementing proper fertilization and pest control practices for the Conservatory collection.
- Support the Plant Recorder by providing detailed information on plant additions, removals, and relocations.

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- Support snow removal operations during regular hours and on an on-call basis for designated holidays, weekends, and evenings.
- Work closely with other departments around public and private event coordination.
- Be welcoming to all staff and the public and respectful of staff differences and preferences.
- Use gender-neutral communication styles and respect everyone's pronouns.
- Work with an awareness of surroundings in accordance with NEBG safety policies.
- Comply with the provisions of the current Employee Handbook, all published personnel policies, and the requirements of the job description.
- Performs other duties as assigned.

Schedule:

The **Conservatory Gardener** position is non-exempt. The standard schedule is five days per week, **Tuesday through Saturday, 7:00 a.m. to 3:30 p.m., with a 30-minute lunch break**. However, the schedule may be adjusted to meet organizational needs and may include evening hours during the *Night Lights* event in November and December. Work takes place both indoors and outdoors, and the Conservatory Gardener may be asked to assist with event management in either setting. As an essential staff member, the Conservatory Gardener is also expected to participate in snow removal on a rotating, pre-scheduled on-call basis, which may include holidays, evenings, and times outside the regular work schedule.

Physical Demands / Working Conditions:

- Must be able to lift 50 pounds repeatedly and work outdoors in all seasonal extremes (Rain, snow, heat, cold).
- Effective communication skills and willingness to interact with the public.
- 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 and scissor lift with training.
- Must be able to work with appropriate hand and power tools.
- Must be able to effectively use standard 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:

- A degree in horticulture, plant science, or closely related field or equivalent relevant experience is preferred.
- Previous greenhouse/conservatory experience is preferred.
- Must have or be able to obtain a Massachusetts pesticide applicator (core) license.
- Must be able to effectively use standard office technology including telephones, computers, printers, copiers, and Microsoft Office software including Outlook, Word, and Teams.
- Satisfactory completion of a criminal background check.
- Valid driver's license.