

Horticulture Manager

New England Botanic Garden at Tower Hill, 11 French Drive, Boylston, MA 01505 508-869-6111

Direct Manager:	Director of Horticulture		
Department/Group:	Horticulture	Job Category:	<ul style="list-style-type: none">• Exempt• Full-time• Benefits Eligible
Location:	Boylston, MA	Travel Required:	Occasional
Salary Range:	\$65,000 - \$68,000 annually	Apply at:	https://bit.ly/nebg-jobs

Position Overview

The Horticulture Manager is responsible for managing all Living Collections within assigned gardens, conservatories, and associated growing spaces under the direction of the Director of Horticulture. This role directly supervises two horticulturists and provides guidance to gardeners working in assigned outdoor gardens and conservatories.

Why you should apply

- Be part of an exceptional, respectful, and inclusive workplace culture that values both high performance and work-life balance.
- Work with innovative and exemplary horticulture at a nationally recognized botanic garden.
- 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

- Lead the design, installation, and maintenance of seasonal and permanent horticultural displays with a focus on aesthetics and sustainability.
- Support the curation of the Garden's Living Collection and the management of the plant accessions database.
- Coordinate with the Director of Horticulture and Facilities Director on maintenance and improvements to garden and conservatory infrastructure.
- Supervise horticulture staff, seasonal employees, interns, and volunteers, and participate in hiring, training, and performance reviews.
- Maintain and oversee the proper use of equipment, tools, vehicles, and irrigation systems.
- Develop and manage operating budgets for garden areas, including plant materials, seasonal exhibitions, and related expenses.
- Support snow removal operations and coordinate a team of on-call staff on pre-designated holiday and weekend assignments.
- Collaborate with other departments on garden-wide events, exhibitions, and projects.
- Lead décor design and installation in assigned areas for the Garden's winter light exhibition, *Night Lights*.
- Be welcoming to all staff and members of the public, and respectful of individual differences and preferences.
- Work with an awareness of your surroundings in accordance with NEBG safety policies.
- Comply with the current Employee Handbook, all published personnel policies, and the requirements of this job description.
- Perform other duties as assigned.

Schedule

Horticulture Manager

The Horticulture Manager position is salaried and exempt from overtime. The standard work schedule for this position is Monday through Friday. However, the schedule may be flexible to meet the needs of the organization and may, at times, include weekend or evening hours. Work is performed both indoors and outdoors, and the Horticulture Manager may be asked to assist with event management in both settings.

Physical Demands / Working Conditions:

- Must be able to lift 50 pounds repeatedly.
- Must be willing and able to work outdoors in all seasonal conditions.
- Must be able to bend, squat, kneel, stand, and walk for extended periods.
- Must be able to work with appropriate computer and communications equipment.
- Must be able to work with appropriate hand and power tools.
- Must have, or be able to obtain, a Massachusetts pesticide applicator (core) license.
- Must have, or be able to obtain, a Massachusetts hoisting license (Class 2A/1C).

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

Qualifications

- A degree in horticulture, plant science, or a closely related field is preferred.
- Five years of experience in public or private horticulture is required.
- Five years of experience supervising staff is required.
- Must have or be able to obtain a Massachusetts pesticide applicator (core) license.
- Must have, or be able to obtain, a Massachusetts hoisting license (Class 1C/2A).
- Must be able to effectively use standard office technology, including telephones, radios, computers, printers, copiers, and Microsoft Office applications such as Outlook, Word, and Teams.
- Must be able to safely work with appropriate hand and power tools (leaf blowers, string trimmers, snowblowers, utility carts, etc.).
- Satisfactory completion of a criminal background check is required.
- A valid driver's license and the ability to drive a pickup truck are required.