

Horticulturist II – Conservatories and Formal Gardens

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

Direct Manager:	Manager of Gardens and Conservatories		
Department/Group:	Horticulture	Job Category:	• Non-Exempt • Full-time • Benefits Eligible
Location:	11 French Drive Boylston, MA 01505	Travel Required:	Occasional
Salary or Rate Range:	\$25-\$26 per/hour	Apply at:	https://bit.ly/nebg-jobs

Position Overview

New England Botanic Garden is committed to connecting people with plants, fostering environmental stewardship, and creating meaningful experiences that inspire our community through horticulture, education, and nature. The Horticulturist II is a hands-on supervisory position tasked with the care and maintenance of New England Botanic Garden's Conservatories and associated outdoor garden spaces. The Horticulturist II works collaboratively across departments to execute exhibitions and programs in the conservatories and gardens while maintaining NEBG's horticultural standards and ensuring safe and enjoyable experiences for visitors.

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

- Work within the Formal Gardens team, under the direction of the Manager of Gardens and Conservatories, to maintain conservatories and assigned garden areas to high standards established by the Director of Horticulture with an emphasis on sustainability and aesthetics.
- The position leads maintenance of the following spaces: Orangerie, Limonaia, Winter Garden, Court, and growing houses.
- Supervise two full-time year-round Gardeners, temporary gardeners, seasonal interns, and volunteers.
- Works collaboratively with staff within the Horticulture Department and other departments to plan and implement seasonal exhibitions and special events, including but not limited to the annual Orchid Exhibition.
- Coordinates annual Conservatory Move-In and Move-Out with all staff and events schedule.
- Works with other Horticulture staff to manage, maintain, organize, and stock back-of-house spaces including the Potting Shed, Growing House (including the lift), Pit Hallway, Pit House, and Propagation House.
- Assists Horticulture staff to overwinter plant material in back-of-house horticulture areas.
- Participate in hiring and performance reviews for direct reports.
- Design and install seasonal plantings and light displays in assigned garden areas directed by the

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Manager of Gardens and Conservatories.

- Perform and direct others to complete horticultural tasks including but not limited to weeding, planting, mulching, pruning, deadheading, fertilizing, watering, repotting, and pest management.
- Operate and maintain power tools, lifts, vehicles, and other equipment.
- Lead volunteers to carry out regular maintenance of conservatory collection and gardens.
- Support exhibitions and special events as directed.
- Support snow removal operations; with training, safely operate snowblowers, salt spreaders, and other snow removal tools and equipment as directed. Weekend and holiday work is required on a rotational on-call basis.
- Be welcoming to all staff and the public
- Work with an awareness of surroundings in accordance with NEBG safety policies.
- Comply with provisions of the current Employee Handbook, all published personnel policies, and the requirements of the job description.
- Perform other duties as assigned.

Schedule

- The **Horticulturist II** position is non-exempt. The standard work schedule for this position is five days per week, **Monday through Friday, from 7:00 am – 3:30 pm with an unpaid 30-minute lunch.**
- The schedule may be flexible to accommodate the organization's needs. Occasional shifts in schedule will occur for the following events:
 - The Horticulturist II coordinates their own schedule and the conservatory team schedule for weekend/holiday/vacation coverage to ensure 365 day continuous plant care.
 - Evening hours around the Night Lights event in November, December and beginning of January. Three nights minimum are expected for this event.
 - As part of the essential staff, there is the expectation of snow removal assistance as part of a larger team effort. The Horticulturist II will be expected to report to assist with snow removal efforts on a rotational scheduled weekend coverage roster.

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 lifts with training.
- Must be able to effectively use standard office technology and software.
- Must be able to safely work with appropriate hand and power tools. (Handheld blowers, string trimmers, snowblowers, utility carts).

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

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preferred.

- Familiarity with greenhouse systems and container culture of plants is required.
- Experience and comfort with supervising staff and volunteers 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 software including 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.
- Valid driver's license and ability to drive a pickup truck is required.