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**Job description**

**Title: Horticulture Manager**

**Reports to: Curator of Plant Collections**

**Hours: Full time Seasonal May-October (potential Year Round)**

**Basic responsibilities**

The Horticulture Manager at Betty Ford Alpine Gardens plays a very important role within the Gardens. A full time seasonal position within the horticulture department this role is essential to both the upkeep of the Gardens, the supervision of volunteers and the management of collections. The Horticulture Manager (HM) thinks holistically and strategically about the Gardens, as well as performs assigned functions, anticipates opportunities and needs for collaboration and coordination, thinks and perform duties across functions, and acts at all times, internally as well as externally, as an ambassador for the Gardens.

* Responsible for oversight of routine and specialized maintenance of all areas of the Garden, with emphasis on plant health, soil nutrition, and irrigation systems.
* Manages outside contracts and contractors
* Responsible for irrigation maintenance and water features, ensuring water conservation by regular monitoring and upgrades.
* Oversight of planting activities, including placement of plants and ensures accurate record keeping.
* Oversees sustainable best practices: develops environmentally friendly and sustainable garden and pest management practices consistent with the overall goals of BFAG.
* Researches best practices in the garden arena, through collaboration with other horticulturists within the American Public Gardens Association Network.
* Ensures that the garden is safe for the public and that all work is completed in a safe manner.
* Maintains systematic records of work, garden maintenance, and plant health as required.
* Develops, maintains, and promotes positive and professional relationships with internal staff, volunteers, members, vendors, contractors, media, and the public.
* Oversees the active garden volunteer program on Monday and Thursday mornings and any additional special volunteer days as may occur occasionally.
* Responsible for oversight of inventory of tools and supplies, maintenance of equipment, and ordering of supplies and equipment as needed to service Garden facilities and plant collection.
* Manages and supervises the summer garden maintenance intern.

Full benefits package available including health insurance, dental insurance, 401k

Compensation DOE but expected to be in the range of $29-34/hr.