



Job Title: Horticulture Manager

The Memphis Botanic Garden is a not-for-profit 501(c) (3) organization dedicated to being an exemplary center for horticulture and environmental enrichment. Serving over 40,000 school-aged children annually, and hosting over 260,000 visitors each year, Memphis Botanic Garden strives to enhance lives by connecting people with nature, increasing awareness and appreciation of our environment. Our 96-acre property includes 30 specialty gardens and a Level 4 Arboretum, which provide the ability to interact with various families of plants, flowers, and trees. The Garden is currently seeking applicants for the position of Horticulture Manager.

Our Mission: Enhancing lives by connecting people with plants to increase awareness and appreciation of our environment

The Horticulture Manager will have the opportunity to lead our team into making a meaningful and beautiful space for our guests. Our Horticulture Department consists of 8 grounds crew, 12 horticulturists, an arborist and a greenhouse manager. The Horticulture Manager will directly oversee the 12 horticulturists and report directly to the Director of Horticulture.

Type: Full Time / Salary

Reports to: Director of Horticulture

Description of Responsibilities:

The Horticulture Manager will be responsible for managing the day to day operations of the horticulture department. In order to do this, qualified candidates need to be able to plan ahead, communicate, meet deadlines, and know how to best utilize our team to meet the needs of the Garden. Qualified candidates must have a strong knowledge of horticulture, strong organizational and administrative skills, and the ability to motivate and lead others. Responsibilities you will have will include:

- Collaborating with and guiding staff in design and plant choices
- Ability to monitor plant health and make a plan to address diseased or struggling plants
- Able to calculate and order materials and supply
- Developing short and long term maintenance plans for each garden and ensuring task are carried out properly and efficiently by proactively planning with assigned staff
- Coordinating with other departments such as Rentals and Youth Education to plan

and schedule our work in a way that compliments and supports our other departments

- Understanding the needs of the gardens and the capacity of our team so that you can set deadlines and schedule work realistically and successfully
- Developing relationships with growers, contractors, volunteer groups, and other organizations
- Ability to monitor spending and stay within set budgets
- Continually elevate and set standards of quality and excellence for our horticulture and grounds staff
- Ability to delegate wisely, which means understanding when to give staff just a bit of direction and freedom and when to be more hands on
- Actively participate in strategic planning and senior staff meetings

Requirements:

- Must have a degree in horticulture or related field, or at least 6 years of relevant experience
- At least 3 years of relevant experience in a leadership or supervisory capacity

Work Culture Expectations:

We have a wonderful team of passionate and creative horticulturists. The qualified candidate will be able to collaborate and work with each of them to continue bettering our campus. Qualified candidates will serve as manager, mentor, and collaborator for our horticulture staff. Our mission at the Garden is what drives us day in and day out. We want our Horticulture Manager to be someone who is 100% bought in and passionate about the mission of connecting people to nature and providing a place of beauty, solace, and fun within the city of Memphis. Above all, we are looking for someone with integrity, a strong work ethic, who loves people, and loves plants!

It is the combination of passion, positive energy, leadership ability, and horticultural knowledge together that will make some a great candidate for this role.

Physical Requirements:

- Ability to stand for long periods of time
- Ability to stoop, kneel, crouch, crawl, climb, balance
- May be required to perform tasks at varying heights requiring ladders
- Hearing and visual acuity including close, distance, color, peripheral vision, depth perception, and the ability to adjust focus
- Must be able to lift at least 50 lbs on a semi-regular basis
- Must be able to work outside in all temperatures and weather conditions

Typical Working Conditions:

- Regularly works outdoors in both hot and cold conditions
- Frequently exposed to wet and/or humid conditions
- Occasionally exposed to risk of fumes, airborne particles, toxic or caustic chemicals
- Often exposed to loud noise levels

Special Requirements:

- Must submit to and pass a background check and drug screening
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire
- Must have a valid drivers license

Compensation is commensurate with education, skills, and experience. Full benefits package offered including health, dental, and vision insurance plans, paid sick leave and paid vacation, 12 paid holidays annually, and a 401k Match program.

If interested, email resume, cover letter, and professional reference letters to Daniel Grose, Director of Horticulture, at daniel.grose@membg.org