



**POSITION TITLE:** Horticultural Intern

**Massachusetts Horticultural Society**

Massachusetts Horticultural Society The Gardens at Elm Bank includes a 36-acre public garden, located within the historic Elm Bank Reservation (182 acres) which is owned and operated by the Department of Conservation and Recreation located in Wellesley/Dover, MA. The Gardens at Elm Bank include eight formal gardens and six greenhouses: Olmstead Brothers Italianate Garden, the Bressingham Garden, Weezie's Garden for Children, AAS Trials Garden, James Crockett Memorial Garden, Goddess Garden, The Garden to Table Vegetable Gardens, the and Welcome Garden. Four "plant society" gardens that are maintained by four regional plant societies: American Hemerocallis Society Daylily Garden, the Noanett Garden Club Stroll Garden, the Alan Payne Rhododendron Garden, and the Herb Society Garden. All personnel are ambassadors of the Massachusetts Horticultural Society and readily interact with visitors, members, donors, trustees, volunteers, and the public.

**MISSION**

Founded in 1829, the Massachusetts Horticultural Society is dedicated to encouraging the science and practice of horticulture, and to developing the public's enjoyment, appreciation, and understanding of plants and the environment.

**REPORTS TO:** Director of Operations

**WORKS WITH:** Director of Operations, Senior Horticulturist, Gardens Curator, all outdoor staff, docents, and volunteers

**POSITION TYPE:** seasonal, hourly

**SEASON:** May 10- August 25, 2018. Full time, seasonal including weekends.

**HOURS PER WEEK:** 40 including one weekend day.

**HORTICULTURAL INTERNSHIP DESCRIPTION:**

The Horticultural Intern has the opportunity to work and learn alongside the Senior Horticulturist and other horticultural staff in The Gardens at Elm Bank. The Intern performs a wide range of general garden maintenance and gardening activities where they will learn and hone new skills to further their professional development in the field of horticulture. In addition, the intern will design and carry out various projects with strong educational components surrounding the particular needs and services expected in a Botanic Garden such as plant accession/de-accession databasing, botanical label creation, and working along plant societies help curate specialized plant collections. The Intern will gain experience in many aspects of horticulture by rotating through each of our unique gardens and learning the differences in cultivation techniques required for each to be successful. This position frequently requires the expenditure of physical labor and the use of motorized equipment and other tools. Duties/Responsibilities include weeding, watering, planting, pruning, propagation, plant labeling, and mulching as well as any duty required by the educational projects. Other tasks may be assigned as required with proper training to accompany their completion.

## **JOB RESPONSIBILITIES:**

- Performs a variety tasks in the horticultural maintenance of The Gardens at Elm Bank's gardens and green houses.
- Living collections maintenance: weeding, mulching, transplanting, watering, cultivating all types of plants
- Operates a motor vehicle to assist in carrying out the business of the Society
- Physical requirements of this position:
  - Ability to lift 40 pounds or more
  - Bend, squat, lift
  - Work outdoors in all types of weather
- Assist with Ongoing plant records and labeling improvements for woody and other living collections
- Landscape construction
- Hedge and shrub pruning
- Provide additional services as requested by the Garden Curator and/or Senior Horticulturist

## **QUALIFICATIONS:**

- High School Diploma; enrolled in horticulture program (or related field in plant science) in higher education – or – just entering/just graduated - with the goal of working in horticulture. Experience in public gardens or parks is a plus
- Gardening experience, basic proficiency with essential tools of the horticultural trade (pruners, loppers, weeders, and hand saws and/or a willingness to learn)
- Proficiency with basic computer skills and programs such as Excel and Word
- Must have a valid driver's license
- Require CORI clearance
- Strong work ethic is a very important expectation
- Ability to work alone and carry out instructions
- Be comfortable in a public garden setting engaging and talking with the public

**To apply:** please forward resume to Dan Brooks, Director of Operations [dbrooks@masshort.org](mailto:dbrooks@masshort.org)