



# MASSACHUSETTS HORTICULTURAL SOCIETY

Horticultural Center at Elm Bank • 900 Washington Street • Wellesley MA 02482 • 617-933-4900 • MassHort.org

2/28/2020

## JOB DESCRIPTION

**POSITION TITLE:** Horticulturist (Seasonal)

**REPORTS TO:** Director of Operations

### **Massachusetts Horticultural Society**

Massachusetts Horticultural Society's *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 gardens and four 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, and the 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.

**WORKS WITH:** Director of Operations, Horticulturists (both Seasonal & Full Time), Interns, Groundskeepers, and Volunteers.

**POSITION TYPE:** 40 HOURS PER WEEK

**HOURS PER WEEK:** 40 including one weekend day in season April- December.

### **DUTIES AND RESPONSIBILITIES:**

- Meets regularly with Director of Operations for work assignments to collaboratively plan and coordinate projects, determining necessary personnel for projects or discussion of garden concerns.
- Performs regular inspections throughout the gardens; routine inspections may identify insect/disease problems, weed control needs, etc.; reports major problems or concerns.
- Develop and maintain PHC and IPM programs for gardens and living collection.
- Planning of greenhouse use and production. Propagation of plants from seed and cutting for all gardens, seasonal plant displays and annual plant sales.

- Maintain all garden areas using high industry standards. This is to include but not limited to: Spring/fall clean up, edging, mulching, planting, dividing, fertilizing, watering, weeding, and proper pruning techniques.
- Responsible for the proper use and maintenance of tools, equipment, and materials. Performs minor maintenance of power equipment.
- Monitoring, and adjusting of irrigation systems for beds and turf areas.
- Record plant information, identify plant material, and process records for plant accession records.
- Lead horticultural tours as needed, assist with educational programming and special events.
- Oversee and maintain effective working relationships with volunteers, and garden stewards.

**PHYSICAL REQUIREMENTS OF POSITION:**

- Ability to lift 60 pounds or more
- Bend, squat, lift for extended periods of time
- Ability to operate all equipment safely
- Work in all types of weather conditions

**QUALIFICATIONS:**

- Five years’ experience in horticulture, park or estate maintenance, landscape maintenance skills, or greenhouse operations
- B.A. degree in Horticulture, Plant and Soil Sciences, or relative major (preferred)
- MNLA, MCLP, and/or MAA certifications (preferred)
- Massachusetts Commercial Pesticide license or willing to obtain within 60 days of hire.
- 2A Hoisting license or willing to obtain within 60 days of hire.
- Must have a valid driver’s license
- Require CORI clearance

**Interested applicants should forward their resume to [DBrooks@MassHort.org](mailto:DBrooks@MassHort.org)**