



GARDENS & GROUNDS MANAGER

SUMMARY

The American Horticultural Society is seeking a full-time Gardens & Grounds Manager (G&G Manager) for our headquarters at George Washington's River Farm to ensure the overall pristine appearance of the property and to successfully implement River Farm's public events, private rentals, and garden programming, with an emphasis on creating a welcoming experience for all visitors.

River Farm is a historic property with gardens open to the public. River Farm hosts special events, plant sales, concerts, horticultural classes, as well as private rental events. The person in this role will work closely with River Farm's Horticulturist, Events and Rentals Manager, gardeners, and volunteers, and will ensure the successful execution of events at River Farm in collaboration with other staff. The position will require some weekend and evening work.

River Farm's potential for engaging the public calls for increased expertise and attention to be directed toward the gardens and facilities as a means of attracting new visitors and supporters. Maintenance of the gardens, grounds, and facilities is required to achieve a beautiful property and gardens for the public to enjoy and for philanthropic donors to enthusiastically support.

RESPONSIBILITIES

The Gardens & Grounds Manager reports to the Managing Director, Property Operations and is responsible for applying sound maintenance practices toward maintaining the historic manor house, as well as historic and non-historic landscapes, trees, walkways, forest paths, and property lines to assist in the overall maintenance and public access to historic River Farm.

In addition, the G&G Manager will be responsible for the set-up, execution, and management of all events at River Farm, whether organized by AHS or private groups. The position will work particularly closely with River Farm's Rentals and Events Manager to understand the workflow of rentals from pre- to post-event and will be responsible for vendor schedules, check-in, and management.

Representing River Farm, the Gardens & Grounds Manager will also collaborate with other AHS staff, including:

- **Development** - to support fundraising and stewardship related to horticultural objectives,
- **Communications** - to share River Farm's accomplishments and aspirations,

- **Programs and Community Engagement** - to support programs for schools, the public, volunteers, members, and partners.

In addition, the G&G Manager will

- Assist with and manage a Horticultural, Facilities, and Maintenance Budget
- Manage contractors and outsourced horticulture-related services
- Manage outside vendors for large-scale projects, including construction projects
- Collaborate as needed with external partners, consultants, and contractors
- Manage and track resources, space, and event needs (scheduling, set-up, break-down, AV, etc.)
- Work with all staff and volunteers to prepare the grounds for special events
- Occasionally set-up and tear down event furniture
- Keep the landscaped areas groomed by raking, mulching, applying weed control, and pruning
- Maintain roads and driveways to keep clean and clear of debris; manage snow plowing and road ruts using hand tools and power equipment
- Manage trash and recycling vendors
- Assist with the maintenance of the storm drainage systems
- Manage fall leaf removal by using a variety of hand and power tools
- Assist with maintenance projects by digging, hauling materials, setting up fences, and operating a variety of equipment
- Support other departments by assisting with office moves, moving boxes, rearranging furniture, or moving IT equipment
- Perform other related duties as assigned

This position requires evening and weekend availability. Occasionally, shifts may be Monday–Sunday as early as 8:00 am to 5:00 pm, or late as 3:00 pm to 11:00 pm for private and public events.

AHS is a small organization. A highly positive attitude and unrelenting work ethic are essential.

EDUCATION AND EXPERIENCE

Bachelor's degree in horticulture, historic preservation or related field, or equivalent training and experience. Experience in groundskeeping required: planting, mulching, watering, weeding, pruning, and otherwise maintaining and preserving the grounds. Supervisory experience.

- Previous experience working at a botanical garden or historic property
- 3 years' experience performing garden work in a public garden or other fine gardening work, and/or 2 years of formal horticultural training resulting in a certificate or degree

ADDITIONAL INFORMATION

- Valid driver's license, with clean driving record required. DMV background check and periodic updates may be required.

- Experience in driving a truck with a trailer is required

Qualifications

- Interest in historic or public gardens
- Able to perform at the highest standards of garden maintenance and demonstrate an understanding of the aesthetic presentation of plants and garden design
- Familiarity with local and ornamental plant species and keen plant identification skills are a plus
- Ability to properly use a variety of garden tools
- Hands-on experience in vendor coordination for events
- Strong administrative skills
- Must be self-motivated with a strong work ethic and the ability to manage time efficiently and execute tasks independently
- Ability to meet deadlines
- Ability to be flexible in a fast-paced and dynamic environment where priorities shift due to variables like weather, scheduling, and events
- Ability and willingness to work in various weather conditions
- Effective team leadership skills and cross-functional collaboration
- Ability to directly manage staff, volunteers, vendors, and partners
- At least 2 years of direct supervisory experience
- Work diplomatically and collaboratively with a diverse group of staff and volunteers
- Ability to remain calm and demonstrate flexibility to meet changing needs and expectations
- Exceptional oral and written communication skills
- Strong proficiency and knowledge of Microsoft Office products
- Maintain a flexible work schedule that includes some evenings, including weekends or holidays, especially during emergency or weather-related events.
- Able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedural manuals

EQUIPMENT USED AND PHYSICAL DEMANDS

This position requires a working knowledge of a full range of industry-related equipment and service vehicles, both manual and machine operated, as well as basic office equipment and computer software. This includes, but is not limited to, operation of manual and gas-powered gardening tools, irrigation systems, string trimmer, mower, gas blower, gas hedger, spray tank, manual bypass pruners, loppers, hand saw, pole saw, pole pruner, trowels, shovels, pitchforks, rakes, computer, printer, photocopier, and calculator.

This is an outdoor position that requires working in various weather conditions, including working in the sun and, at times, extreme heat. This position requires the ability to carry out daily physical work and to lift and carry up to 50 pounds. This position occasionally requires heavy lifting, but not routinely. It also requires the ability to walk, climb, kneel, bend, stoop, sit, crouch, operate service vehicles, climb ladders, carry and operate standard gardening

equipment intermittently throughout the day, and to work in an outdoor environment in various weather conditions for an extended period.

Compensation

- This is a full-time position with a salary range of \$60,000 – 72,000
- Compensation commensurate with experience.
- This position includes benefits (health, dental, and vision, 401 (k), vacation, sick time off, and personal days).

To Apply

Qualified candidates should send a resume and cover letter that describes their experience and interest to Peter Tajat, Managing Director, Property Operations, at ptajat@ahsgardening.org with the subject line: Garden & Grounds Manager.

Please submit your resume and cover letter in Adobe PDF or Microsoft Word only. The deadline for submitting materials is June 15th. However, applicants will be considered on a rolling basis and are encouraged to apply early.

AHS is an Equal Opportunity Employer. We value a diverse workforce and strongly encourage applicants of all backgrounds to apply, regardless of race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity/expression, or disability.

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.