



ASSISTANT MANAGER, GARDENS & GROUNDS

SUMMARY

The American Horticultural Society is seeking a full-time Assistant Manager, Gardens & Grounds 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 property maintenance and support 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 relies on the condition of the property as a means of attracting new visitors and supporters. Maintenance of the gardens, grounds, and facilities is required to achieve a beautiful property with gardens for the public to enjoy and for philanthropic donors to enthusiastically support.

RESPONSIBILITIES

The Assistant Manager, Gardens & Grounds reports to the Managing Director, Property Operations, with a dotted line to the Lead Horticulturist. The Assistant Manager, Gardens & Grounds is responsible for applying sound maintenance practices toward maintaining the historic and non-historic landscapes, trees, walkways, and paths, as well as the historic manor house, ensuring pleasant and easy public access to historic River Farm.

In addition, the Assistant Manager, Gardens & Grounds will support the set-up, execution, and management of 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 often be responsible for vendor schedules, check-in, and management.

In addition, the Assistant Manager, Gardens & Grounds will

- Engage with contractors and outsourced horticulture-related services
- 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
- Ensure 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
- Work with staff and volunteers to prepare the grounds for special events
- Manage and track resources, space, and event needs (scheduling, set-up, break-down, AV, etc.)
- Occasionally set-up and tear-down event furniture
- Support other AHS staff 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 as early as 8:00am to 5:00pm or late as 3:00pm to 11:00pm for private and public events.

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

EDUCATION AND EXPERIENCE

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

- Previous experience working at a botanic 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 certificate or degree

ADDITIONAL INFORMATION

- Minimum physical requirements include the ability to lift and carry up to 50 lbs. on a frequent basis and occasionally more; ability to push or pull up to 50 lbs. on a frequent basis and occasionally more; ability to bend, squat, kneel, twist, turn, climb, and reach above the shoulder frequently.
- 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 public gardens or gardening or historic properties
- Able to support high standards of garden maintenance and property appearance
- Ability to properly use a variety of garden tools
- Ability and willingness to work in various weather conditions
- Experience in vendor coordination for events, a plus

- Must be self-motivated with a strong work ethic and the ability to manage time efficiently, meet deadlines and execute tasks independently
- Ability to be calm and flexible in a fast-paced and dynamic environment where priorities shift due to variables like weather, scheduling and events
- Able to work diplomatically and collaboratively with a diverse group of staff and volunteers
- Exceptional oral and written communication skills
- Strong proficiency and knowledge of Microsoft Office products
- Ability to learn and adapt to the use of new technologies
- Maintain a flexible work schedule that includes some evenings and weekends
- Familiarity with local and ornamental plant species and plant identification skills, a plus
- 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 August 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.