



## River Farm Receptionist

### **Position Summary**

The American Horticultural Society seeks a full-time Receptionist to serve as the primary point of contact for visitors to its headquarters, River Farm, provide support to AHS members, assist with office operations, and coordinate small-scale events, including nonprofit and garden club meetings, quarterly art exhibits, and art shows. This position reports to the Managing Director of Property Operations and plays a key role in ensuring smooth operations during business hours.

The Receptionist will focus on delivering exceptional customer service, assisting visitors and vendors, and maintaining compliance with AHS policies and procedures. The ideal candidate will be dependable, detail-oriented, and capable of working independently in a dynamic, visitor-facing environment. Occasional evening and weekend availability is required.

### **About the American Horticultural Society**

Founded in 1922, AHS is a national organization with approximately 22,000 members. Our national programs include the Great American Gardeners Awards, the National Children & Youth Garden Symposium, an educational travel program, and the AHS Garden Network, among others. The AHS publishes *American Gardener* magazine six times per year as a primary membership benefit. The AHS website ([www.ahsgardening.org](http://www.ahsgardening.org)) offers resources to horticulturists, gardeners, and other constituents. AHS maintains an active presence across multiple social media platforms.

The Society is headquartered at River Farm, a 25-acre historic garden property overlooking the Potomac River in Alexandria, VA. By joining the AHS's outstanding team of professionals, you can help share the critical role of plants, gardens, and green spaces in creating healthy, livable communities and a sustainable planet.

### **Responsibilities**

- Greet visitors to the Manor House and River Farm property.
- Provide customer service and respond to inquiries via phone and email from AHS members, the general public, and visitors.
- Offer general information on AHS membership, rentals, and events.
- Receive, process, and distribute mail.

- Record and distribute check and credit card payments to the appropriate department.
- Coordinate office activities with AHS staff to ensure efficient communication and workflow.
- Conduct occasional history and garden tours for visitors and groups.
- Scheduling garden club meetings and coordinating logistics.
- Manage art exhibit schedules, process art sales, and assist with quarterly art receptions.
- Maintain, organize, and keep a professional appearance at the Manor House.
- Support AHS events such as the Gala and the Spring Garden Market.
- Prepare River Farm for events (e.g., unlock gates, place signage, check restrooms for supplies).
- Monitor systems and facilities during AHS events to ensure proper operations and safety, including HVAC and lighting.
- Ensure proper post-event clean-up in compliance with AHS policies.
- Secure the property after events, including resetting furniture, adjusting thermostats, turning off lights, and locking doors.
- Other duties as assigned.

## Qualifications

- Strong commitment to customer service and hospitality.
- Reliable, punctual, and professional demeanor.
- Excellent interpersonal and communication skills.
- Ability to stand or walk for extended periods and perform light physical tasks (e.g., help move furniture, post signage).
- Three to five years of experience in customer service, front office, or event support roles preferred.
- Interest in horticulture, gardening, or historic preservation is highly desirable.
- Able to work in a sometimes very fast-paced environment requiring juggling multiple priorities.

## Compensation

- This is a full-time, non-exempt, hourly position that pays between \$19.23 - \$22.64 per hour, commensurate with experience
- AHS offers generous vacation and sick time, 12 holidays, individual health, dental, and vision benefits, and a 403 (b) retirement contribution

## To Apply

Qualified candidates should send a résumé and brief cover letter to Peter Tajat, D at [ptajat@ahsgardening.org](mailto:ptajat@ahsgardening.org) with the subject line: "AHS / River Farm Receptionist." Please

submit materials in Adobe PDF or Microsoft Word format. Applications will be reviewed on a rolling basis; early submission is encouraged.

### **Equal Opportunity Statement**

AHS is an Equal Opportunity Employer. We value diversity and strongly encourage applicants of all backgrounds to apply, regardless of race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity or expression, or disability. In compliance with federal law, all employees must verify identity and eligibility to work in the United States.