



Greater Des Moines
Botanical Garden

Job Description: Production Horticulturist

Reports to: Assistant Director of Horticulture
Function: Responsible for year-round greenhouse operations in support of garden programming and collections management
Status: Non-Exempt
Schedule: Full-time, regular schedule Monday-Friday with occasional weekend rotation, nights and holidays, depending on institutional needs.
Revision Date: December 2018

Position Summary

This full-time horticulturist position is primarily responsible for daily operations of the Botanical Garden's greenhouses, including propagating, growing and finishing plants for the collections and horticultural displays, and supporting the Integrated Pest Management (IPM) program. The ideal candidate will have hands-on experience in plant propagation, greenhouse operations and controlled environments.

Primary Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and perform other duties as assigned.

- Oversee the propagation, production and cultivation of plants in the greenhouses including Gardeners Show House, research and curatorial stock, and plants for sale in the Botanical Garden's retail operations.
- Monitor greenhouse conditions, infrastructure and environmental controls, report problems, investigate solutions and collaborate with Assistant Director of Facilities and Grounds on improvements.
- Collaborate with team members to improve and enhance greenhouse operations standards, policies and procedures, along with tasks required for maintaining the highest standards of horticultural operations, including attending staff meetings, interacting with board directors, donors and the public.
- Perform and support horticultural practices that encourage overall plant health and soil nutrition, to include sustainable gardening and IPM practices.
- Maintain records of work accomplished, documenting processes and procedures for institutional stability.
- Assist with horticultural design development, including planning for seasonal horticultural displays including container plantings, annual display beds and seasonal exhibits.
- Assist with the fulfillment of the Garden's plant collection and plant records policies.
- Lead horticultural tours and assist with educational programming and special events, as needed.
- Supervise volunteers in horticultural tasks.
- Serve as part of the snow and ice management team during the winter months.

Success Factors

In conjunction with position-related skills, the successful candidate will bring become an integral member of the Botanical Garden team with these criteria:

- Previous educational and/or employment experience in greenhouse production is critical to success in this position.
- Serve as part of a cross-departmental team that delivers a superior guest experience, drives membership and promotes the Botanical Garden mission and offerings at special events and outreach opportunities.
- Develop, maintain and promote positive and professional relationships with internal staff, volunteers, members, vendors, contractors, media and the general public in order to achieve departmental and organizational goals.
- Maintain a commitment to, and ability to convey, the Botanical Garden's mission with genuine passion, and the willingness to continually learn about the programs and mission.
- Cultivates a passion for details, efficiency and timeliness.
- Requires only general direction; able to make decisions based upon broad institutional policies and general objectives; acts and works independently and exercises sound judgment with minimal supervision.

Qualifications

The requirements listed below are representative of the knowledge, skill, and/or ability required for this position.

Education and Experience

- Bachelor's degree in horticulture, plant sciences or related field of study.
- Previous educational or employment experience in public horticulture is highly desirable. A passion for connecting people and plants in an innovative environment is critical to success in this position.
- Experience in public gardens with knowledge of current trends in horticulture, education, and museum or cultural attraction programming.

Knowledge, Skills and Abilities

- Working knowledge of plant systematics and nomenclature
- Working knowledge of current trends in ornamental horticulture
- Excellent communication skills, both written and verbal
- Working knowledge of Microsoft Office suite
- Ability to read and write reports, business correspondence and procedural manuals
- Excellent time-management skills to handle a variety of assignments simultaneously under a variety of deadlines and other constraints
- Ability to understand and interpret instruction to work effectively and efficiently independently with minimal supervision, as well as part of a team
- Comfortable engaging audiences across a range of demographics and learning styles
- Ability to interact in an appropriate and professional manner with the general public, staff and volunteers

Licenses and Certifications

- Must possess a valid State of Iowa Driver's License (or obtain within 1 month)
- Must possess a valid Commercial Pesticides Applicator license (or obtain within 1 month)
- Maintains insurability under the company auto liability policy

Work Environment & Physical Demands

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to walk, sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance, talk or hear and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include color vision and depth perception.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions. The employee is frequently exposed to outside weather conditions throughout the year. The noise level in the work environment is usually moderate. This position is performed in outdoor, shop and office settings.

About the Organization

The Greater Des Moines Botanical Garden is a 501(c)(3) privately governed, not-for-profit public garden situated on 14-acres in the heart of downtown Des Moines. At the Botanical Garden, we are passionate about exploring, explaining and celebrating the world of plants. Beyond the beauty and inspiration of our urban setting, we are dedicated to creating signature, memorable experiences through progressive garden design and innovative programming. People, plants and passion are the focus of what we do. By educating and enriching the lives of our guests, we provide a valuable resource for our community and forge partnerships stronger than the sum of our individual parts.

Our team at the Botanical Garden takes pride in our core values and are dedicated to demonstrating them in our daily work.

Teamwork – We achieve together what we cannot achieve alone.

Trust – We are confident in each other’s integrity, strength and ability.

Creativity – We embrace the spirit of innovation to find a better way.

Excellence – We expect and deliver a superior experience that exceeds expectations.

Position Application

Qualified candidates should submit a cover letter, application, three references and a resume to bghr@dmbotanicalgarden.com. Applications must be submitted electronically. No paper applications will be considered.

Acknowledgement

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, Greater Des Moines Botanical Garden reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by Greater Des Moines Botanical Garden. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and Greater Des Moines Botanical Garden has a similar right.

Employee’s Signature

Date

Supervisor

Date

Greater Des Moines Botanical Garden is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act and/or applicable state regulations, Greater Des Moines Botanical Garden will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with a member of management.

