



## **Horticulture Manager Job Description**

**Date:** February 2025

**Status:** Exempt

**Reporting Supervisor:** Superintendent

### **Position Overview:**

Stan Hywet Hall & Gardens seeks a passionate and experienced Horticulture Manager. The Horticulture Manager is a full-time employee of Stan Hywet Hall & Gardens hired by the President & Executive Director with the recommendation of the Superintendent. This position is responsible for the overall management and development of the estate's horticultural program, encompassing gardens, glasshouses, grounds, and the wildlife management. The successful candidate will possess a deep understanding of horticulture, a commitment to preserving the historic integrity of the estate's landscape, and a strong focus on creating a vibrant and engaging visitor experience. Key responsibilities include overseeing all aspects of horticultural operations, developing and implementing comprehensive horticultural plans, managing and developing plant collections, supervising and mentoring the Horticultural staff and volunteer teams, collaborating with other departments to integrate horticulture into the overall visitor experience, representing Stan Hywet at industry events, and ensuring compliance with all relevant safety regulations and best practices. The ideal candidate will possess strong leadership, organizational, and communication skills, as well as a passion for historic preservation and a deep understanding of horticultural practices. Best-in-class practices are crucial.

### **Essential Duties and Responsibilities:**

1. Exhibit a professional attitude when working with the public, volunteers, and staff.
2. Demonstrate and support a culture of diversity, equity, access, inclusion and belonging.
3. Provide leadership, management, and oversight to the Horticulture team, fostering a safe, productive, and enjoyable work environment.
4. Provide day-to-day management and oversight according to the strategic plan, annual operations plan and safety guidelines and practices.
5. Supervise and mentor Horticulture staff, interns, and volunteers, including recruitment, training, goal-setting, and performance appraisals.
6. Manage the Horticulture staff, including scheduling, budgeting, revenue and expenses, and payroll.
7. Lead, demonstrate, and mentor staff in exceptionally high-quality historic plant care and garden presentation and preservation.
8. Advance goals for sustainable and ecological horticulture practices through the preservation, restoration, and maintenance of the 75 acres of naturalized areas, formal display gardens, and the greenhouse complex.
9. Collaborate with team leads to develop long-term planning for exhibits and special features.



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10. Schedule maintenance operations, including garden design and planning; select and purchase garden tools, equipment, supplies, and plant material.
11. Assist in the fabrication and construction of exterior, greenhouse or conservatory exhibit elements, including but not limited to: mounting and installing exhibits, sculptures, and elements. Building and assembling display cases, pedestals, and other exhibition furniture. Creating and installing interpretive panels, labels, and signage. Collaborate with curators, designers, and conservators to ensure the safe and accurate installation of exhibits.
12. Conduct regular inspections of exhibits for signs of wear and tear, damage, or deterioration. Perform minor repairs and maintenance tasks, such as tightening screws, adjusting lighting, and cleaning display surfaces. Assist in the deinstallation and reinstallation of exhibits as needed. Monitor environmental conditions within exhibit spaces (temperature, humidity, light levels) to ensure the preservation of collection objects.
13. Plan, coordinate, and execute the installation of seasonal installations, such as fall displays, Ohio Mart, holiday decorations, and Deck the Hall events. This may include: sourcing and procuring necessary materials and decorations. Supervising and directing installation crews. Ensuring the safe and timely completion of installations within budget. Developing and implementing plans for the safe and efficient removal of seasonal decorations.
14. Assist the Superintendent with the development and implementation of annual departmental goals and budgets.
15. Regular verbal and written reporting to the Superintendent and occasionally to leadership team and the Board.
16. Share deep horticultural knowledge, skill, and expertise through practical, verbal, and written forms to diverse audiences.
17. Collaborate with estate leadership to provide support for public and private events.
18. Act as a liaison, prepare, and lecture to garden clubs and horticultural societies, visitors, and community outreach to support the Engagement priorities of Stan Hywet.
19. Attend professional horticultural seminars/workshops, and take a leadership role in the horticultural community on behalf of Stan Hywet.
20. Document and record all work performed related to present and future garden restoration efforts with relation to Stan Hywet's master restoration plan.
21. Collect bids, provide specifications to outside contractors, coordinate and oversee all horticulture-related contracted projects in coordination with the Project Manager.
22. Maintain and inventory systems of all supplies, tools, chemicals, seeds, mulch, plant material, etc.
23. Provide leadership and support from the Horticultural team for the curatorial, education, interpretive and educational programs, including tours, educational programs, and community outreach.
24. Ensure compliance with all safety guidelines and practices.
25. Participate in required public events.
26. Other duties as assigned.



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### **Qualifications:**

To perform this job successfully, an individual must be able to accomplish each essential duty. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to relate to persons of all ages and of diverse backgrounds, skills, and abilities.
2. Expertise in plant care with knowledge of cultivated plants. Experience or desire to care for historic plants grown for conservation purposes preferred.
3. Creative horticulture design ability is desirable.
4. Proficient use of Microsoft 365 products.
5. Knowledge and ability to operate all equipment and tools related to the job.
6. Extensive knowledge of a variety of plants, fertilization, pest control, and disease control.
7. Must have an Ohio Certified Pesticide Applicator's License.
8. Strong communication and interpersonal skills.
9. Ability to work effectively as part of a team and independently.
10. Ability to set goals, manage budget, meet deadlines, and handle multiple projects or tasks with careful attention to detail.
11. Strong leadership and management skills with the ability to influence, engage and inspire others.
12. Valid Ohio driver's license.

### **Education and/or Experience:**

1. Bachelor's degree in botany, landscape architecture, biology, horticulture, agronomy or related field, or equivalent experience and knowledge in horticulture.
2. At least 5 years of documented work experience in the horticulture or landscape industry working with living collections in a public garden environment.
3. Minimum 3 years of management experience.
4. Experience working with interns and volunteers.

### **Usual and Customary Expectations:**

1. Occasional moving of items weighing up to 50 pounds.



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2. Should expect to spend time walking, standing, kneeling, to facilitate work indoors and outdoors, regardless of inclement weather.
3. Should expect to spend approximately 2 hours a day sitting erect at a desk or computer.
4. Should be able to work from a ladder standing as much 30 feet above the ground.
5. Some non-traditional hours required.

Acknowledgement:

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Employee's Signature

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Date

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Authorized Signature

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Date