



## Horticulture Manager

Job Description

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### Role:

The Horticulture Manager of Wellfield Botanic Gardens provides overall leadership of the Gardens' horticulture operations.

**Employment Type:** Permanent, Full-time, Salaried

**Reports to:** Executive Director

### Duties & Responsibilities:

- Provides overall management of the gardens and grounds, working closely with Facilities Coordinator and senior management team to ensure success of both garden and facilities operations.
- Ensures top quality care and maintenance of gardens and grounds using staff and volunteers.
- Prepares and administers horticulture department's budget and planning including budget monitoring, strategic planning, capital projects and facility maintenance as related to horticultural services. Annual goals will be prepared and included in the performance review.
- Hires horticulture staff and supervises department staff and volunteers.
- Works closely with key Management Team staff and serves on the Building & Grounds Committee of the Board regarding master-planning and other issues related to site development and horticultural programs.
- Designs plans for seasonal plantings and orders bulbs and plants required.
- Designs hardscape and plantings for new garden areas.
- Oversees plant collection management including accessioning, deaccessioning, inventorying, evaluation, and identification.
- Develops and maintains planting/removal records, garden maps, chemical use records, etc.
- Supervises horticulture-related contractors and service providers.
- Works closely with Facilities Coordinator for horticulture-related equipment procurement, service, and repair.
- Trains or oversees training of operators of horticulture equipment to ensure safe and efficient equipment utilization, including ongoing safety training programs.
- Assists in planning and coordination of high-quality special events and seasonal displays/exhibits.
- Works as part of an interdepartmental Management Team which identifies, solicits, and cultivates funding sources for the Gardens, including grants, individual, and corporate support.

- Engages in outreach with botanical, horticultural and environmental organizations in support of services and educational programs relating to the WBG mission.
- Serves as a spokesperson on the plants, gardens and gardening to the media, garden clubs, and other related horticultural groups.

**Qualifications and Education Requirements:**

- Minimum of a bachelor's degree in Horticulture or Botany or equivalent experience.
- Minimum of 5 years of work experience in horticulture, preferably in a public garden, arboretum, or municipal setting
- Broad knowledge of and hands-on experience in applying horticultural practices (e.g. planting, fertilization, irrigation, propagation, pruning, and weed and integrated pest management)
- Minimum of 2 years of work experience with ascending management responsibilities
- Documented supervisory and budgeting experience
- Strong computer skills including MS Office, G-Suite, or other collaboration software experience
- Must have a current State Chemist License (or obtain within one year from date of employment)
- Must possess a valid Driver's License
- Maintains insurability for an auto liability policy

**To apply, please email cover letter and resume to:**

[info@wellfieldgardens.org](mailto:info@wellfieldgardens.org)

Wellfield Botanic Gardens  
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