



POSITION GUIDE

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| ORGANIZATION: | Houston Botanic Garden |
| POSITION: | Horticulture Manager |
| REPORTS TO: | Vice President, Horticulture |
| LOCATION: | Houston, Texas |

MISSION

The mission of the Houston Botanic Garden is to enrich life through discovery, education, and the conservation of plants and the natural environment.

VISION

The splendor of Houston's biodiversity will be explored and enjoyed in a beautiful and serene setting. The Garden will provide outstanding displays and programs, serve as a model for sustainability, and inspire all who visit to become environmental stewards as they learn more about plants and the vast natural world. The Garden will be an oasis, allowing visitors to find beauty and serenity, celebrate memorable events, and discover opportunities for healthy living.

ABOUT HOUSTON BOTANIC GARDEN

In 2002, some of Houston's leaders, who for many years had a shared vision for establishing a world class botanic garden in Houston, one of the only major cities that did not have one, spearheaded the creation of the Houston Botanic Garden (HBG). HBG is a nonprofit organization governed by a board of directors bringing that vision to life. Their efforts focused on establishing a public-private partnership which would generate broad support for undertaking such an initiative. In 2015, the City of Houston granted HBG a long-term renewable lease on a 120-acre public golf course on Sims Bayou valued at approximately \$50 million. Shortly thereafter, the internationally renowned landscape and architectural design firm, West 8, was retained to create a Master Site Plan that would guide the development of the property over the next 20 to 30 years.

In 2017, HBG launched a \$30 million capital campaign, *Grow Houston's Garden*, to fund the first phase of the master plan. Specific plans for this phase will include year-round collection and display gardens, a children's discovery garden, regional ecosystem nature areas, an expanded tree canopy to provide shade, an entrance bridge and drive off Park Place Boulevard, event spaces, extensive infrastructure, administrative offices, and parking. To date, HBG has raised over \$21 million in cash and pledges. The grand opening is scheduled for the end of 2020.

THE OPPORTUNITY

This is an exciting opportunity to support the development of the horticulture team that will build Houston Botanic Garden from the soil up. This position will support the VP of Horticulture in the construction oversight and the development of the horticulture team to care for the gardens once construction is complete. In the first year, the horticulture operations will be supported by outside contractors until an internal team is established. This position will serve a critical role in building the horticulture team that will care for the gardens for generations to come. This is an amazing opportunity for an energetic person who loves plants and wants to participate in building an amazing botanic garden.

POSITION SUMMARY

The horticulture manager is a dynamic, hands-on position responsible for supporting all aspects of garden construction and horticulture maintenance within a 120-acre botanic garden. Essential job functions include contributing in the development of innovative garden design and plant selection, assessing the quality and condition of garden construction work, and managing day to day HBG property maintenance.

RESPONSIBILITIES

- Serves as the HBG safety coordinator for all horticulture work on HBG property and maintains all required licenses and safety permits necessary to perform & supervise this work.
- Provides for the safety of all horticulture supporting staff or volunteers by: a) training staff in all applicable areas of safety training including but not limited to the usage of personal protective equipment, proper operation of tools/machinery, and proper handling of hazardous materials; b) documenting the safety training completed by HBG "workers" and coordinating the filing of such documentation with VP of Horticulture and HR; and c) the timely reporting of accidents/incidents involving work conducted on site.
- Serves as the onsite HBG representative for all garden construction projects. Performs quality control supervision as per design documents and reports any issues to VP of Horticulture.
- Actively participates in garden design process and provides feedback for innovation in plant selection and strategies for exceptional horticulture maintenance quality.

- Develop horticulture maintenance procedures and monitoring tasks of all HBG property including feature gardens, natural areas and support facilities.
- Supervise & perform necessary horticulture maintenance procedures & monitoring tasks of all HBG property including feature gardens, natural areas and horticulture support facilities.
- Responsible for overseeing all irrigation work and mapping.
- Assigns, supervises and reviews the work plans & schedules of contractors, volunteers and support staff to maintain the horticulture standards set forth for the department.
- Support the design and responsible for overseeing implementation of plant production facilities and horticulture maintenance operations.
- Supports the development and actively manages the invasive plant control program throughout the property.
- Supports the development and implements plant documentation program for HBG collection management.
- Prepare recommendations for department budget and monitor and track accounts/special projects as assigned.
- Teach and support garden education programs and tours. Assist with developing special projects and other activities that further the goals of HBG.
- Identify and coordinate horticulture volunteer activities and support HBG Development/Fundraising functions as requested.
- Flexibility to work evening, weekends and holidays as requested. Work week may vary depending on horticulture operations.
- All other duties as assigned

Education and Experience:

Undergraduate degree in horticulture, botany or related field. MS preferred.

3-5 years' experience in public garden management and horticulture operations.

Ability to obtain and maintain horticulture pesticide licensing as required.

Passion for horticulture and love of nature.

Positive attitude and fosters congenial work relationships.

Benefits: Health insurance and retirement savings match available.

Application Procedure: Interested candidates should send a resume and cover letter to info@hbg.org. We will contact those candidates who most closely match our requirements. Thank you for your interest.

For more information about the Houston Botanic Garden, please visit
www.hbg.org