



**POSITION TITLE:**

Horticulture and Plant Exhibits Manager

**REPORTING RELATIONSHIP:**

Reports to Director of Living Collections

**SUMMARY DESCRIPTION OF POSITION:**

The South Coast Botanic Garden Foundation (SCBGF), a non-profit organization, is a large garden with the mission of being a garden of experience for all. Conversation, sustainability, education, and beautiful exhibition of plants highlight coastal California at its finest. It is imperative that the growth of the institution lead with a high standard of quality, display and guest engagement. This position is an excellent way to be an integral part of a growing nonprofit organization and serve on the front-line of delivering a beautiful public garden to South Bay and beyond!

**SKILLS/COMPETENCIES:**

- Self-motivated, experienced, and enthusiastic professional
- Strong management and organizational skills with exceptional attention to detail
- Ability to work collaboratively, independently, and effectively across all departments
- Strong team building skills, with the ability to mentor and inspire others
- Experience in commercial, venue or estate gardening.
- Ability to prioritize high-level responsibilities and work with little supervision
- Ability to multi-task simultaneous projects effectively in a high-interrupt environment

**RESPONSIBILITIES AND DUTIES:**

- Direct, train and assign horticulture exhibit specialists with specific tasks. Monitor workload and quality and may assist in plantings on occasion.
- Meet regularly with Director of Living Collection and Sr. Director of Operations to develop work assignments and coordinate special projects.
- Meet with Department of Parks and Recreation Manager to ensure work assignments have been assigned to ensure efficiency and that the 87 acres is being maintained.
- Drive a gator and/or golf cart regularly to perform daily, weekly, and monthly inspections throughout the garden in order to identify weed control issues, irrigation problems, etc.
- Participate in operations and planning meetings and disseminate pertinent information to the horticulture team.
- Organize and manage the propagation nursery in order to support plant sales at the kiosk and at seasonal plant sales

- Train team on proper use and maintenance of equipment, tools and irrigation and perform minor maintenance of same.

**QUALIFICATIONS:**

- A minimum of three years' experience in professional horticulture is required
- Associate's degree in horticulture, business, hospitality or related field
- Experience in staff or volunteer management is greatly desired
- A valid driver's license is required
- Must be able to work outdoors, may need to occasionally lift 50 pounds with assistance and walk, stand, or stoop for long periods of time

Position is full-time, exempt. Must be available occasional weekends. Pay rate DOE.