ISABELLA STEWART GARDNER MUSEUM

POSITION DESCRIPTION

Position Title: Greenhouse Manager
Department: Gardens & Grounds
Reports to: Chief Horticulturalist
Type of Position: Full-time, exempt/salaried
Schedule will include some weekend days

Position Summary
As an avid gardener, Isabella Stewart Gardner shared her love of growing things with fellow Bostonians, establishing an urban window box contest and creating theme gardens at her summer house in Brookline, Massachusetts. Today her legacy continues as the lush central courtyard of the Isabella Stewart Gardner Museum is regularly transformed with new plants and colors in nine dramatic seasonal displays, including the beloved Hanging Nasturtiums display each April. With the opening of a new wing designed by Pritzker Prize-winning architect Renzo Piano in early 2012, the plant displays will also extend to a lush exterior garden landscape.

Working closely with the Chief Horticulturist, the Greenhouse Manager helps to ensure that these courtyard transformations and outdoor gardens are successfully realized by creating and implementing schedules that carefully chart out all steps of the planting, growing and display cycles, including ordering plant materials, carefully attending to growth and care, and transplanting to and displaying in the courtyard.

In addition to being responsible for effectively managing the daily operation of the greenhouse department, the Greenhouse Manager also acts as supervisor to greenhouse staff and oversees the greenhouse facilities and equipment, both on site at the Museum’s staging greenhouses and off-site at the growing greenhouses in Hingham, MA.

Responsibilities
- With the Chief Horticulturist, monitor conditions of plants in the greenhouses, in the Museum’s exterior gardens, and in the Museum’s central courtyard; develop protocols and detailed schedules for ongoing maintenance, care and display
- Oversee daily operation of the department, including space allocation, planting, watering, preparing growth media and soil mixes, fertilization, insect and disease control, and establishing and monitoring plant growth environments
- Directly supervise four greenhouse assistants who carry out all greenhouse, gardening, and grounds-keeping activities; establish work schedules, assign tasks and responsibilities, conduct performance evaluations
- Develop environmentally-friendly and sustainable management practices
- Monitor for pests and disease and apply pesticides as needed; prepare maintenance programs for the control of plants and diseases
- Monitor the environmental conditions of the greenhouses and maintain systems, including the climate control system
- Ensure that all equipment and tools are available as needed and are used safely and effectively; ensure that equipment and supplies are well-maintained and organized
- Establish and attend regularly-scheduled meetings with the Chief Horticulturalist and Director of Operations
- Review and organize existing plant records; update inventory accordingly
• Perform general greenhouse tasks such as sanitizing growing spaces, ordering supplies, organizing storage of pots, etc.
• Coordinate greenhouse operations with other staff and other departments throughout the Museum; work in collaboration with Landscape Research Assistants
• Monitor budget for department, track expenses
• Maintain greenhouse files and records

Requirements
• Degree in horticulture or related field and two to five years of relevant experience
• Demonstrated knowledge and experience in planting, fertilizing, applying chemicals, weeding, watering, pruning, and caring for plant materials, including disease and insect identification and treatment
• Experience with greenhouse operations and maintenance, and record keeping
• Excellent and effective interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
• Prior supervision experience required
• Must possess a valid driver's license
• Must possess a Massachusetts Pesticide Applicator license
• Skill in organizing resources, establishing priorities and managing multiple tasks
• Ability to gather data, compile information, and prepare reports
• Good computer skills (Microsoft Outlook, Word, and Excel preferred)
• Ability to lift 50 pounds regularly

The Isabella Stewart Gardner Museum is an equal opportunity employer and encourages qualified minorities, women, people with disabilities, and military veterans to apply.

To apply for a position, please send your cover letter and resume to hr@isgm.org. E-mail is the preferred method of applying, with all attachments in Microsoft Word or PDF format. Applications not submitted via e-mail can be mailed to: Human Resources Department, Isabella Stewart Gardner Museum, 280 The Fenway, Boston MA 02115.

We receive many resumes and kindly request that you do not call to inquire about the status of your application. Those candidates chosen for interviews will be contacted.

Read more at:
www.gardnermuseum.org/resources/employment
www.gardermuseum.org