

For Craig's List and Career Builder, Feb. 2011

Flower Bulbs Manager

Our Flower Bulbs Manager is our horticultural leader, reporting directly to our owner and working closely with our IT/Systems Manager and Gardens/Shipping Manager to nurture our grower relationships; buy and manage our inventory of rare bulbs; direct the care of our production and trial gardens; and serve as our resident bulb and gardening expert.

Old House Gardens is a small, nationally acclaimed mail-order source devoted to heirloom flower bulbs. Our year-round staff of six (plus eight more when we're shipping) works alongside our owner in our brand new office in a historic barn/garage a few blocks from downtown Ann Arbor.

RESPONSIBILITIES:

- Cultivate strong relationships with our dozens of small (and sometimes quirky) growers across the US and overseas.
- Source, purchase, and coordinate the delivery every fall and spring of tens of thousands of rare, perishable bulbs.
- Assist our IT Manager in managing our bulb-inventory databases.
- Direct our Gardens Manager in the planning, maintaining, record-keeping, and improvement of our small production and trial gardens.
- Serve as our in-house bulb gardening expert, providing guidance to both staff and customers, including via social media (Facebook, etc.).

REQUIRED:

- Degree, professional training, or extensive experience in horticulture, the garden industry, or crop production
- Excellent communication skills – able to write detailed planting and care instructions, answer gardening questions by phone and email, and educate staff about gardening and bulb care
- Proficient in Word and Excel
- Willing and able to work outdoors *occasionally* and in our shipping facility, lifting up to 40 pounds if need be
- Mature, friendly, highly organized, flexible, team player, with a good sense of humor

PREFERRED:

- Experience in agricultural or nursery production
- Experience working with customs and the US and Michigan Departments of Agriculture
- Experience in technical writing
- Experience maintaining social media

HOURS, PAY, BENEFITS:

35-40 hours/week, 9-5, M-F, with 2 weeks off at Christmas and the standard holidays.

\$15-\$18/hour based on skills and experience.

While we don't currently offer insurance, we DO offer a chance to make a difference, an informal atmosphere, great co-workers, happy customers, lots of variety, constant learning, a retirement plan after the first year, and plenty of free bulbs.

FOR MORE INFO, go to oldhousegardens.com/BulbsMgr.asp.

TO APPLY: Please email (1) your resume and (2) a cover letter *telling us why you'd be great for this important job* to BulbsMgr@oldhousegardens.com. We'll look forward to hearing from you!