



# AWBURY ARBORETUM

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## **Job Description – Landscape Manager-Head Gardener**

Located in the historic Germantown neighborhood of Northwest Philadelphia, Awbury Arboretum is a 56-acre public landscape and historic house. Awbury Arboretum is managed by the Awbury Arboretum Association.

Awbury Arboretum's grounds are open year-round, dawn to dusk, free of charge. Awbury hosts educational and service learning programs and offers volunteer opportunities in a variety of interest areas. Awbury Arboretum also hosts and partners with a number of institutional and private organizations with focus areas in watershed protection, urban agriculture, horticulture, and food systems education to creatively steward and interpret its site.

The mission of the Arboretum is to preserve and interpret Awbury's historic house and landscape, thereby connecting an urban community with nature and history.

**Title:** Landscape Manager-Head Gardener (LMHG)

**Hours (full-time);** Generally 40 hours/week M-F with occasional weekend event responsibilities

**Salary Range:** \$37,000 - \$42,000

**Vacation and Benefits:** 2 weeks paid vacation; 12 sick days; compensatory time; and health insurance

**Supervisory/Reporting structure:** The LMHG has responsibility for the overall condition of the Arboretum's grounds and vegetation, reports to the Executive Director, and coordinates with the Landscape Committee

The LMHG is expected to oversee the day-to-day maintenance of the Arboretum's grounds, cultivation of its gardens and special horticultural features, and to manage Awbury's landscape services for a limited number of neighborhood clients.

In addition to the LMHG's work in the Arboretum's gardens and special features, the LMHG directs the work of the Arboretum's seasonal Land Manager, who with a crew of seasonal and part-time personnel, is essentially charged with the everyday maintenance of the Arboretum's grounds and services for neighborhood clients.

The LMHG hires and coordinates the work of various arborist contractors, is charged with organizing volunteers who have traditionally helped cultivate Awbury's gardens, and is expected to lead several horticultural classes annually..

**Job Requirements:**

1. Have knowledge of, and prior experience in, horticulture/landscape maintenance and gardening;
2. Have prior experience in the management of landscape crews, and demonstrate experience working collaboratively with diverse groups and professionals;
3. Perform physical labor such as weeding, mowing, pruning/sawing, planting, raking, sweeping, and snow removal;
4. Ability to use a wide variety of power equipment and mowers;
5. Physically able to bend over or kneel for extended periods of time, and able to lift objects of up to 40 pounds in weight;
6. Readiness to work outdoors throughout the year and in kinds of weather; and
7. Have a current driver's license.

**Expectations:**

The LMHG will have a sound knowledge of standard and specialized horticultural and landscape management practices – including pesticides, insect infestations, invasive species, and organic waste management.

As Awbury has just completed an extensive renovation of its ponds and watercourse, knowledge of water way management is desirable, or in the alternative a preparedness to learn water way management techniques is essential.

The LMHG will be expected to coordinate regularly with the Awbury Arboretum program staff, partners and vendors on matters related to camps, education programs, and events – both Awbury neighborhood and commercial rental events.

Since there is a high level of visitor and volunteer interaction, the LMHG must have good communication skills, and is expected to always project a professional attitude.

**Application Process:**

Applications will be accepted and reviewed on an ongoing basis until the position is filled, with a preference towards local applicants. Please submit a cover letter and a resume for consideration to [hzimmerman@awbury.org](mailto:hzimmerman@awbury.org) by January 4th, 2021 to be considered for the first round of interviews.