Conservatory Gardener

Tower Hill Botanic Garden, PO Box 598, Boylston MA 01505 (508) 869-6111

<table>
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<tr>
<th>Direct Manager:</th>
<th>Formal Gardens Horticulturist</th>
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<td>Department/Group:</td>
<td>Horticulture</td>
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| Job Category: | • Non-Exempt  
• Permanent  
• Full-time |
| Location: | Boylston, MA |
| Travel Required: | Occasional |
| Salary or Rate Range: | $37,000 annually |
| Contact | jobs@towerhillbg.org |

**Job Description**

Tower Hill Botanic Garden believes diversity in nature promotes a healthy, vigorous garden. We believe that diversity among our staff promotes a healthy work environment and a vigorous organization. We recruit, employ, train, compensate and promote regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law. We believe in diversity of race, gender identity, sexual orientation, religion, ethnicity, national origin, ability, and all the other traits that make us unique. Tower Hill is an equal opportunity employer.

The Conservatory Gardener is responsible for:

- Working within the formal garden team under the direction of the Horticulturist to maintain assigned garden areas to high standards with an emphasis on sustainability and aesthetics
- Supporting the maintenance of conservatory collections using sustainable horticultural practices.
- Maintaining collections and equipment in conservatory support spaces including Growing House, Pit House, Propagation House, Potting Shed, and storage and office spaces.
- Supporting the maintenance of garden infrastructure and reporting maintenance needs to the appropriate personnel
- Performing horticultural tasks including pruning, fertilizing, watering, pest and disease scouting and control, repotting, and acclimatizing plants
- Propagating plant material for seasonal displays and enhancement of the garden’s living collection
- Supporting the seasonal relocation of containerized conservatory collections throughout the outdoor gardens in spring and back indoors in fall. This includes proper acclimatization and the creation of visually stunning and educational displays.
- Supporting snow removal operations under the direction of the Facilities Manager
- Performing other duties as assigned by supervisor.

**Horticulture, Design and Display**

- Supports the Living Collections Policy and associated operating procedures, and supports the management of the plant records database
- Supports the aesthetic vision and inspiration for horticultural displays in assigned garden areas
- Adheres to high standards of horticultural display, as determined by the Director of Horticulture, with a special emphasis on environmental sustainability and aesthetics
- Supports horticultural maintenance and installation of select outdoor gardens, including installing seasonal displays, weeding, watering deadheading, and pest and disease scouting and control
- Forces branches and bulbs to supplement seasonal displays.
Conservatory Gardener

Collaboration & Interpersonal Skills

- Participates in garden-wide events, exhibitions, and group projects serving a leadership or supporting role as assigned, such as Autumn Illuminated, Night Lights, and the annual Orchid Show.
- Willingly and cheerfully integrates work of horticulture department with the efforts of other departments.
- Comfortably interacts with Garden visitors.
- Performs duties in a manner consistent with a public garden serving multi-generational families, and in accordance with directed practices and procedures.

Safety, Supervision and Training

- Works with an awareness of surroundings and vigilant to any possible threat to the safety of visitors, volunteers, and staff or to their property. Ensures all concerns are reported promptly.
- Reports all injuries and incidents immediately to the Formal Gardens Manager and/or the Director of Horticulture.
- Complies with provisions of the current Employee Handbook, all published personnel policies and health and safety guidelines, and the requirements of the job description.
- Complies with training protocols and learns proper operation and preventive maintenance of equipment, tools, vehicles, and irrigation systems.
- Communicates clearly in both verbal and written styles.

Qualifications / Physical Demands / Working Conditions:

- Bachelor’s degree in horticulture, plant science, or closely related field and at least one year of relevant experience.
- Must be able to lift 50 pounds repeatedly.
- Must be able to work indoors in conservatory conditions and outdoors in all seasonal extremes.
- Must be able to bend, squat, kneel, stand, and walk for extended periods of time.
- Must be able to work with appropriate tools and machinery.
- Must be able to effectively use standard office technology including telephones, computers, printers, copiers, and Microsoft Office software including Outlook, Word, and Teams.
- Must have or be able to obtain a Massachusetts pesticide applicator (core) license.

Note: Duties described above, other duties and physical demands have been identified as essential functions as required by the Americans with Disabilities Act.

Schedule

The Conservatory Gardener position is non-exempt. The standard work schedule for this position is five days per week, including one weekend day. However, the schedule may be flexible to suit the needs of the organization and may at times involve additional weekend or evening hours. Work is performed both indoors and outdoors, and the Conservatory Gardener will be asked to assist with event management in both indoor and outdoor roles.

Tower Hill Botanic Garden is an Equal Opportunity Employer.

All Tower Hill employees must be fully vaccinated by October 1, or be approved to not be vaccinated for medical or religious reasons and be tested weekly.