

**LSC Garden Manager
Job Duties and Responsibilities
July 2021**

Duties and Responsibilities

Note: Percentage of time required for each area may vary by season.

Management of Historic Gardens at Gaiety Hollow (40%)

- Educate, supervise, and assist volunteers with basic garden maintenance tasks.
- Implement daily, seasonal, and annual work plans per the Treatment Plan, maintenance plan and other documents; identify and prioritize objectives and evaluate results.
- Coordinate with contractors; document informal agreements and changes to work orders.
- Develop and implement an irrigation plan.
- Implement the Treatment Plan for restoration to the period of significance including hardscape, structures and plantings.
- Establish an IPM system, including monitoring and maintaining plant health, treatment and record keeping.
- Supervise and support volunteer woodworkers.

Management of Historic Gardens at Deepwood (20%)

- Implement daily, seasonal, and annual garden maintenance per the Addendum and other Conservancy documents. Revise as needed in coordination with the City of Salem Cultural Landscape Management Plan for Deepwood.
- Educate, supervise, and assist volunteers with basic garden maintenance tasks.
- Act as an advocate for Lord & Schryver gardens at Deepwood.
- Coordinate with City Parks administrative staff regarding hardscape, structures, irrigation, and other issues as they arise.
- Maintain communication and coordinate L&S project schedules with the Friends of Deepwood Executive Director.
- Participate as appropriate with City Planning process.

Administrative (20%)

- Develop and submit to the Board annual garden budgets for Gaiety Hollow and Deepwood; administer as approved.
- Provide information and photos to support marketing and promotional activities.
- Develop weekly list of blooming plants for garden tours.
- Assist with grant applications as relates to required horticultural information.
- Supports the Executive Director with special projects.
- Attend and make presentations to the Board and other groups as requested.
- Maintain a record keeping system and inventory of plants at Gaiety Hollow and Deepwood.

Outreach (10%)

- Participate in select garden events.
- Help develop and conduct educational workshops and programs.
- Conduct garden tours for high profile supporters.
- Support volunteer archivists and docents.
- Cultivate positive relationships with like organizations, e.g., Deepwood and Bush's Pasture Park.

Qualifications

Education and Experience

- A degree in horticulture, landscape architecture or equivalent.
- Strong plant knowledge and understanding of historic preservation.
- Minimum of three years' demonstrable, successful experience managing staff and/or volunteers in a public garden, formal estate garden or similar location.
- Experience with budget development and management.
- Valid OR driver's license or ability to obtain.
- Valid Oregon Chemical Applicators License with Herbicide and Insecticide/Fungicide endorsements or ability to obtain.

Skills

- Excellent fine gardening, irrigation technology and turf management skills; plant identification and horticultural knowledge; plant propagation experience; sustainable horticultural practices.
- Knowledge of National Parks Service Cultural Landscape policies and practices is desirable.
- Excellent communication skills. Capable of managing diverse people and projects.
- Ability to prioritize tasks and delegate.
- Training and/or experience with design principles.
- Ability to work well independently and as a team member.
- Working knowledge of current landscape industry techniques and technology.
- Willingness to work in all weather conditions; ability to lift and carry 40 lbs.
- Up-to-date computer skills including Microsoft Office Suite, photo management and on-line storage.

Salary

- \$48,000-52,000, based on experience.
- \$2,000 professional development reimbursement.
- \$3,000 health benefits subsidy.

To apply, send a cover letter and a resume to pam@lordschryver.org.