

Job Posting

Horticulture Manager

Date Posted: June 27, 2023

Location: Butterfly Pavilion, Westminster, Colorado

Contact:

Ashley White

awhite@butterflies.org

Compensation:

\$50,000 Salary

Position Summary

The Horticulture Manager manages the maintenance and improvement of Butterfly Pavilion indoor and outdoor plant collections, displays and landscape, in a 7000 square foot tropical conservatory and over 10 acres of outdoor landscape. The Horticulture Manager is expected to plan, solve problems, prioritize tasks and manage projects according to organizational, local and federal requirements. This member of the team also evaluates plant health, collects data and keeps plant health records for the plant collections. Additionally, the Horticulture Manager oversees and evaluates the performance of the horticulture team, including staff, interns and volunteers.

Essential Functions

Plant Collections:

- Manage Butterfly Pavilion's diverse group of plantings, including tropical plants, annuals, grasses, perennials, bulbs, woody plants, and wetland plantings.
- Work with Horticulture team to oversee the installation of plantings on site.
- Manage the maintenance of the outdoor gardens and nature trail and oversee all foliage and plant stock in the Wings of the Tropics and other exhibits to optimum levels.
- Evaluate and diagnose plant stock and treat as appropriate.
- Collect and evaluate phenology, pest management and other pertinent health records for Butterfly Pavilion's plant collections.
- Collaborate with Curatorial team for compliance with USDA and AZA guidelines and animal health priorities.
- Suggest new plant additions to Director with an emphasis on plants that illustrate Butterfly Pavilion's mission and comply with existing requirements.
- Provide content for interpretive materials (brochures, labels, signs) and programs (tours, workshops, classes) based on Butterfly Pavilion's plant collections.
- Develop and maintain Butterfly Pavilion propagation program at off-site greenhouse, in order to provide display and specimen plants and forage/browse for Butterfly Pavilion animal stock, as well as to support conservation efforts locally and globally.

Overall Planning/Management:

- Participate in leadership meetings to establish goals and priorities for the organization.
- Develop budgets, timelines, risk management plans and communication plans for on-site horticulture projects.
- Coordinate horticultural operations and projects with other staff and departments.
- Communicate information with the horticulture team gained at meetings outside and inside the organization.

Manage Horticulture Operations and Staff:

- Implement long- and short-range departmental priorities, including management of horticulture staff.
- Work as a team with other horticulture staff and volunteers on a daily basis: identifies and prioritizes tasks, assign roles and supervises and evaluates work.
- Creates and implements reasonable timelines for horticulture projects.
- Allocate resources in alignment with departmental and organizational priorities.
- Communicate effectively with contractors and vendors.
- Serve as a leader for the Horticulture Department, providing a good example for others to follow, and cultivating good morale.
- Supervise, coach and appraise the skill development of staff members.
- Encourage staff to continue their professional education both formally and informally.
- Train new core volunteers and interns and supervise volunteer and intern activities.
- Ensure volunteers have appropriate resources and mentorship to perform their duties; provide annual evaluations for core volunteers.
- Manage the hiring and orientation of new staff members.
- Provide fair and actionable staff evaluations.
- Terminate staff members who are not performing up to standards.

Community-Building:

- Collaborate with other departments to present on- and off-site horticulture programs and projects.
- Represent Butterfly Pavilion at public events and programs.
- Develop opportunities for volunteer and intern participation and growth.
- Identify and cultivate strong mission-matched vendor and community relationships.
- Answer guest questions on a regular basis.

Additional Duties

Required attendance at regularly scheduled departmental, branch and organizational meetings, as well as occasional special trainings as designated essential by department and/or organizational need. Perform other duties as required in the scope of the job as designated by VP of Science,

Conservation and Operations. Qualifications / Experience

This position requires a minimum of a bachelor's degree in horticulture or related field. A minimum of five years of experience in the field of public horticulture in a supervisory role is favorable. Tropical horticulture and greenhouse management must be included in experience. Knowledge and practice of integrated pest management is required.



Work Environment / Physical Requirements

Work Environment - While performing the responsibilities of the Horticulture Manager, the following characteristics are representative of the outdoor and conservatory environment the Horticulture Manager will encounter: high humidity, intense sunlight, heat, cold, wind, precipitation, uneven surfaces. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. The Horticulture Manager should expect some exposure to mild chemicals such as rubbing alcohol, herbicides and vinegar. The Horticulture Manager will also be regularly exposed to a variety of living invertebrates. The noise level in the work environment is usually quiet to moderate, with occasional bursts of loud noise.

Physical Demands - Must be able to lift 50 lbs. or more. Tetanus shot required. These physical demands are representative of the requirements necessary for an employee to successfully perform the essential functions within this position: use of hands, wrists, and fingers, standing, walking, reaching with arms and hands, climbing or balancing, stooping, kneeling, crouching, lifting and carrying, digging and raking, repetitive motion. The Horticulture Manager occasionally runs small machinery. Vision abilities required by this job include close vision. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the Horticulture Manager.

Work Schedule

This position is salary/exempt with a 40-hour week. Must be willing to work early hours (4 am) to accomplish tasks before opening and one weekend day/week.

How to Apply

Butterfly Pavilion is an Equal Opportunity Employer and encourages people of all experiences to apply for open positions and does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty or veteran status. Applicants must submit a Resume and Cover Letter to the following link: <https://www.applicantpro.com/openings/butterflies/jobs/2148077-20970>

Position is open until filled. No phone calls or drop in's please.