



Greater Des Moines
Botanical Garden

Job Description: Assistant Director of Horticulture

Reports to: Director of Horticulture and Education
Status: Exempt
Schedule: Full-time with weekend rotation and occasional evening and holiday hours.
Version Date: March 2018

Position Summary

The Assistant Director of Horticulture oversees and provides leadership for daily horticulture operations that serve a multicultural, multigenerational audience. The ideal candidate will be an action-oriented professional with substantive experience in public horticulture management. The Assistant Director will work in conjunction with the Director of Horticulture and Education to build upon the core strengths of the organization and play an integral role in enhancing the guest experience through dynamic horticultural displays and progressive, ecologically conscious management practices.

Primary Responsibilities

To be successful in this position, an individual must be able to perform each essential duty satisfactorily and perform other duties as assigned.

- Manages the daily horticultural operations to institutional standards of excellence with a passion for and interest in sustainability
- Cultivates a cohesive team of horticultural professionals and volunteers with a passion for growth, execution, and excellence
- Facilitates the procurement of plants, hard goods, growing equipment, and supplies for all the horticultural functions of the institution
- Performs horticultural work in garden areas as assigned by the Director of Horticulture and Education based on current staffing levels and assignments
- Facilitates design development processes for seasonal horticultural displays and exhibits in collaboration with the Director of Horticulture and Education
- Assists with operational budget preparation and monitoring and strategic planning related to capital projects, as assigned
- Collaborates with the Assistant Director of Facilities and Grounds to facilitate snow removal and winter weather response, and on building-related issues that potentially could affect plant health and condition
- Manages and oversees outdoor fountain and irrigation systems
- Collaborates with the Assistant Director of Education on interpretive projects, including signage, technology and interactive exhibits, in concert with Guest Experience and Horticulture staff.
- Assists the Director of Horticulture and Education, as needed, with ancillary activities of the curatorial program, including arboricultural management, plant exploration, plant breeding and improvement programs, and industry outreach that promotes the collections or expands their access to new audience.

Success Factors

In conjunction with position-related skills, the successful candidate will become an integral member of the Botanical Garden team with these criteria:

- Collaborates with Botanical Garden team members in order to achieve successful outcomes for education programming with respect to utilizing space, marketing, plant collections, and other shared resources
- Serves as part of a cross-departmental team that delivers a superior guest experience, drives membership, and promotes the Botanical Garden mission and offerings at special events and outreach opportunities

- Develops, maintains and promotes positive and professional relationships with internal staff, volunteers, members, vendors, contractors, media, and the general public in order to achieve departmental and organizational goals
- Maintains a commitment to, and ability to convey, the Botanical Garden's mission with genuine passion, and the willingness to continually learn about the programs and mission
- Has strengths in one or more of the following areas of expertise: curation; plant procurement and purchasing, including existing sales relationships within the industry; planting design; ecology; interpretation/exhibit design

Supervisory Responsibilities

- Directly supervises 5 (or more) horticulturists
- Carries out supervisory responsibilities with a passion for creativity, collaboration, and successful completion
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws
- Interviews, hires, and trains employees; plans, assigns, and directs work; appraises performances; rewards and disciplines employees; addresses complaints and resolves problems

Qualifications

The requirements listed below are representative of the knowledge, skill, and/or ability required for this position.

Education and Experience

- Bachelor's degree in horticulture, botany, land management, or related field of study is required; graduate degree is desired.
- Minimum of two years of experience in a management position at public gardens with knowledge of current trends in horticulture is required.
- A basic knowledge of carpentry, plumbing, electrical, engine maintenance, and landscape equipment operations is highly desirable.

Licenses and Certifications

- Must possess a valid State of Iowa Driver's License (or obtain within 1 month)
- Must possess a valid Commercial Pesticides Applicator license (or obtain within 1 month)
- Maintains insurability under the company auto liability policy

Knowledge, Skills and Abilities

- Excellent communication skills, both written and verbal
- Creative problem solver; strategic and organized thinker
- Excellent time-management skills to handle a variety of assignments simultaneously under a variety of deadlines and other constraints
- Ability to understand and interpret instruction to work effectively and efficiently independently with minimal supervision, as well as part of a team
- Comfortable engaging audiences across a range of demographics and learning styles
- Ability to interact in an appropriate and professional manner with the general public, staff and volunteers

Work Environment and Physical Demands

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Continuous communication and/or interaction with staff, volunteers, visitors, and management
- Occasional evening, weekend, and/or holiday work may be required to meet departmental deadlines or to provide staff support to events
- Regular bending, stooping, reaching, crouching, or light lifting (up to 75 lbs)
- Occasional prolonged periods of time sitting performing administrative functions

- Requires good hand-eye coordination, arm, hand and finger dexterity including the ability to grasp, and visual acuity to use a keyboard, operate equipment, and read technical information
- While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions. The employee is regularly exposed to outside weather conditions.
- The noise level in the work environment is usually moderate.

About the Organization

The Greater Des Moines Botanical Garden is a 501(c)(3) privately governed, not-for-profit public garden situated on 14 acres in the heart of downtown Des Moines. At the Botanical Garden, we are passionate about exploring, explaining, and celebrating the world of plants. Beyond the beauty and inspiration of our urban setting, we are dedicated to creating signature, memorable experiences through progressive garden design and innovative programming. People, plants, and passion are the focus of what we do. By educating and enriching the lives of our guests, we provide a valuable resource for our community and forge partnerships stronger than the sum of our individual parts.

Our team at the Botanical Garden takes pride in our core values and is dedicated to demonstrating them in our daily work.

Teamwork – We achieve together what we cannot achieve alone.

Trust – We are confident in each other's integrity, strength and ability.

Creativity – We embrace the spirit of innovation to find a better way.

Excellence – We expect and deliver a superior experience that exceeds expectations.

Position Application

Qualified candidates should submit a cover letter, application, three references, and a resume to bghr@dmbotanicalgarden.com. Review of applications will begin immediately and remain open until the candidate is hired. Only electronic applications are accepted; no paper applications will be considered.