

## **Botanical Gardens at Asheville Garden Manager**

The Botanical Gardens at Asheville seeks a Garden Manager to provide onsite leadership and management for the Botanical Gardens at Asheville (BGA). Comprising 10 acres at the foot of the UNCA campus, the Gardens is a community-supported 501(c)(3) non-profit public garden open to all and devoted to the preservation and promotion of the native flora of the Southern Appalachians. The Garden Manager reports to the Executive Committee of the BGA Board and collaborates with the BGA Board members, other volunteers, and the BGA Office Administrator to balance the Gardens' priorities in science, horticulture, education, and the visitor experience. See below for a complete job description.

### **Requirements**

The successful candidate

- must demonstrate a strong knowledge of botany, the flora of the southern Appalachians, horticultural techniques and practice, plant collecting policies and procedures;
- must know how to safely operate and maintain of a full range of standard manual and power gardening equipment and tools;
- must have operating knowledge of computers, standard office equipment, and vehicles;
- must have a minimum two years' work experience in a garden setting;
- must demonstrate strong organizational skills, budgeting skills, and strong written and verbal communication skills;
- must demonstrate the ability to work collaboratively and diplomatically with others, including providing supervision for the Horticulture Assistant, BGA volunteers, and other staff as assigned;
- must be able to work unsupervised, meet deadlines, and to see projects through to completion;
- possess a valid Class C North Carolina Driver's License;
- must be able to meet the demanding physical requirements of the job. It requires the ability to move equipment to various locations within the gardens that may not be accessible via motor vehicle and to climb ladders. The employee must occasionally lift and/or move up to 50 pounds. The employee must be able to work both inside and outside, including outdoor work in inclement weather (heat/cold, rain/snow).
- must be able to work in a noisy environment with a regular flow of people around the grounds and in the Visitors Center;
- must be able to interact positively with visitors to educate them and promote the Gardens, while enforcing Garden rules designed to protect the plant collections as well as visitors.

This is a full-time, salaried position: \$60,000/year. Benefits: paid vacation and sick leave.

To apply send a letter of application, resume, and the names and contact information for three references with relevant knowledge of your work experience and character by email to [office@ashevillebotanicalgardens.org](mailto:office@ashevillebotanicalgardens.org) or by mail to BGA / 151 W.T. Weaver Blvd., Asheville, NC 28804. In your letter, please state why you are interested in the job and what special qualifications you would bring to it. Review of applications will begin November 1 and continue until the position is filled. **The BGA is an equal opportunity employer.**

## **Botanical Gardens at Asheville**

### **Garden Manager Job Description**

The Garden Manager provides onsite leadership and management for the Botanical Gardens at Asheville (BGA). Comprising 10 acres at the foot of the UNCA campus, the Gardens is a community-supported 501(c)(3) non-profit public garden open to all and devoted to the preservation and promotion of the native flora of the Southern Appalachians. The Garden Manager reports to the Executive Committee of the BGA Board and collaborates with the BGA Board members, other volunteers, and the BGA Office Administrator to balance the Gardens' priorities in science, horticulture, education, and the visitor experience.

To accomplish these goals, the Garden Manager utilizes a solid understanding of the nature, role, and operation of botanical gardens, as well as a strong background in botany and horticulture and a thorough familiarity with the native flora of the Southern Appalachians. The incumbent is a strategic thinker with a positive attitude and the ability to balance competing priorities based on the Gardens' overall mission and goals; demonstrates a strong, collaborative work ethic and the ability to respond calmly and efficiently under pressure; and uses effective project planning and management skills, including developing and working within a budget. As a key public face of the Gardens, the Garden Manager utilizes excellent communication skills to serve as a passionate advocate for the Gardens, working effectively and diplomatically to build relationships both outside and within the organization.

More specifically, the Garden Manager

- provides leadership and guidance to maintain and develop the BGA's outstanding native plant collection; ensures that the Gardens' landscapes remain naturalistic and appeal to broad audiences while maintaining a living collection of plants that supports conservation and interpretation.
- possesses and uses a thorough understanding of plant collection policies and procedures, native plant care, management of the tree collection for health and safety, propagation techniques, landscape design and installation, landscape maintenance, management of exotic invasive plants, and pest/disease management techniques.
- is responsible for ensuring that the Gardens' infrastructure (walkways, stairs, railings, trails, fences, parking lots, buildings and garden structures, plantings, and equipment needed for garden work) is maintained at a level that provides a consistently safe and pleasant experience for visitors; hires and supervises contractors needed to accomplish these goals.
- provides information for and participates as requested in the Board's budget and planning process, particularly with regard to infrastructure and the plant collection, including both short and long-term needs.
- establishes and maintains professional and cordial relations with appropriate vendors, organizations, and individuals regionally and nationally, nurturing professional relationships within the broader botanical and ecological community network.
- participates in fundraising efforts as requested, providing the horticultural vision and passion needed to develop long-standing relationships and reach out to potential supporters.

- consults, teaches, and trains others in order to support plant conservation, plant collection management, botanic garden development, and horticulture skill development.
- interacts and collaborates with UNCA faculty, staff, and students in support of the BGA's mission.
- provides insight, content, and editorial support for various publications, interpretative signage, and marketing as required.
- works collaboratively with the BGA Office Administrator to ensure smooth and efficient long-term and day-to-day operation of the Gardens.
- supervises the Horticulture Assistant (a half-time position) and recruits, trains, and manages outdoor volunteers in the Gardens.

Full-time, salaried position. Benefits: paid vacation and sick leave.