



Washington Heritage Museums

Lead Gardener Position Description

Position Description

The lead gardener is responsible for the care of the gardens and landscape areas of the Mary Washington House. The position works closely with the director to maintain historically accurate and professionally tended landscaping. The position acts as liaison to local garden clubs and regional horticultural organizations. The position will focus their time at the Mary Washington House (65%), and will have occasional work at the Hugh Mercer Apothecary, Rising Sun Tavern, and St. James' House.

Position Type, Compensation & Benefits

Part-time, non-exempt, with hours varying by season. Compensation is \$17.25-19.25/hour based on experience. Benefits include three paid summer holidays and a Museum Shop discount. Personal leave is unpaid, though the position has a flexible schedule.

Work Schedule

The work schedule is 20-30 hours per week, core hours 8 am - 4 pm, Monday - Friday, generally from mid-March to late October. Occasional hours may be required on evenings, weekends, or holidays.

Position Elements: Technical Practices- plan, lead and implement landscape projects

- Apply standard landscape and gardening practices to preserve historic features
- Routinely assess landscape conditions
- Develop and apply landscape maintenance plans, create periodic reports and budgets
- Train and supervise 4-8 garden volunteers to accomplish maintenance goals
- Provide garden interpretation and recruit and train volunteers to lead garden tours
- Prepare gardens for occasional special events and site rentals

Implement standard horticultural practices including

- Pruning, propagating, and rejuvenating of hedges, shrubs, groundcovers, herbaceous plants.
- Planting and transplanting trees, shrubs, vines, groundcovers, annuals and perennials
- Determining quantities of plants or seeds needed for specific landscape area
- Identifying need for and applying fertilizers, soil amendments, and disease and pest treatments
- Monitoring/controlling irrigation and watering systems, coordinating with irrigation contractor
- Removing trash and organic debris

Education and Experience

Associates or Bachelor's degree in Horticulture or related fields or a minimum of 2 years' experience.

Knowledge, Skills & Abilities

- Knowledge of plant care and weed and pest control
- Knowledge of safe operation of power equipment such as blowers, clippers and trimmers

- Knowledge of basic computer skills for communication and record keeping
- Ability to work independently, communicate effectively, and solve problems creatively
- Ability to recruit, coordinate, train, and direct garden volunteers
- Ability to adhere to the guidelines of Garden Club of Virginia's *Garden Maintenance Manual*
- Ability to lift a minimum of 30 pounds, navigate uneven terrain, and work outdoors in varying weather conditions
- This position requires climbing, stooping, kneeling, reaching, standing or walking for extended periods, pushing/pulling, lifting, grasping, visual acuity, keen spatial awareness, the ability to move within constricted spaces and the ability to safely traverse uneven surfaces

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