



# Washington Heritage Museums

## Lead Gardener Position Description

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### Position Description

The lead gardener is responsible for the detailed care of the gardens and landscape areas of the Mary Washington House, Mary Washington Monument and Caretaker's Lodge, and additional Washington Heritage Museums' sites. The gardener will primarily focus time at the Mary Washington House and Mary Washington Monument and Caretaker's Lodge (65%), and will have occasional work at the Rising Sun Tavern, Hugh Mercer Apothecary, and St. James' House. The gardener works under the direction of the executive director to maintain historically accurate and professionally tended landscaping. The gardener acts as liaison to local garden clubs and regional horticultural organizations.

The gardener will primarily use hand tools to accomplish most tasks, but will occasionally utilize power tools on an as-needed basis.

### Position Type, Compensation & Benefits

Part-time, non-exempt. Compensation is \$18.00/hour based on experience.

Benefits include 10 paid holidays, 5 days of paid time off, a Museum Store discount, and membership in Washington Heritage Museums.

### Work Schedule

The gardener will work 30 hours per week. The schedule is flexible, with core hours 8 am - 4 pm, Monday - Friday. Work may occasionally be required on evenings, weekends, or holidays.

Outside of growing season, the gardener will work 20-30 hours per week performing routine maintenance tasks such as English ivy removal, window washing, small repairs, building cleaning and touch-up painting, removing snow, applying ice melt, and keeping the grounds of each museum tidy.

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

- Apply standard landscape and gardening practices to preserve historic features
- Routinely assess landscape conditions
- Train and work alongside 8-10 garden volunteers to accomplish maintenance goals
- Develop and apply landscape maintenance plans, create periodic reports and budgets
- Prepare gardens for occasional special events
- Aid in the annual selection process for lawn mowing for the Monument site and coordinate with all landscape contractors.

### 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 and maintaining compost pile

### Education and Experience

A minimum of 2 years' related experience. The preferred candidate will have an Associate's or Bachelor's degree in Horticulture or related fields.

### Knowledge, Skills & Abilities

- Knowledge of plant care and weed and pest control
- Ability to work independently, communicate effectively, and solve problems creatively
- Knowledge of safe operation of power equipment such as blowers, clippers, mowers, pole saws, and trimmers
- Possess basic computer skills for communication and record keeping
- Ability to adhere to the guidelines of Garden Club of Virginia's *Garden Maintenance Manual*
- Ability to recruit, coordinate, train, and work alongside garden volunteers
- Ability to provide historical garden interpretation
- 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

Washington Heritage Museums does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

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[www.WashingtonHeritageMuseums.org](http://www.WashingtonHeritageMuseums.org)