**PLIMOTH PLANTATION JOB DESCRIPTION**

**TITLE:** Curator of Museum Gardens  
**Reports to:** Director of Living History Sites  
**Supervises:** Museum Gardener, Garden Specialists and volunteers  
**FLSA Status:** Exempt  
**Key Relationships:** Deuty Director, Museum Experience Group; Facilities Manager; Agriculture Manager; Manager, Historical Built Landscapes; Director of Facilities; Director of Education, Public Programs Manager, Director of Catering, Director of Marketing and Communications; PR Manager

**OVERVIEW**
This is an opportunity to work at one of the country's most prestigious living history museums. Operating on a remarkable property overlooking Cape Cod Bay, Plimoth Plantation brings the story of America’s early foundation to life for hundreds of thousands of visitors each year. Our gardens are a unique heritage landscape for current and future generations to experience and enjoy. This position is responsible for the upkeep and development of all the Museum’s historical gardens. By maintaining excellent standards of presentation of the gardens and landscapes you will contribute to guests’ enjoyment of this unique outdoor Museum. We are seeking an individual who will greet with energy and enthusiasm the challenges and opportunities inherent in the planning and maintenance of the museum’s historical gardens.

This is very much a hands-on job and most of the work during spring, summer and fall is the day-to-day physical work of maintaining the gardens. You will supervise, assign and direct the work of staff and volunteers working on the Museum’s gardens and greenhouse. The position also includes taking responsibility for a master plan for garden development and restoration.

You will need to have the requisite training, skills and knowledge, perhaps through working in a similar role, and/or through relevant educational experience. You may have a background in estate management or landscape gardening and be seeking to develop your skills into a historical garden context, or you may already be experienced in working in historical public gardens. You should have a verifiable reputation for excellence in your work. You are an innovator, and possess the energy, vision and drive to take the Museum’s gardens to the next level and achieve great results.

We are looking for someone with sound horticultural skills including knowledge of the cultivation of seasonal bedding plants and herbaceous borders. You will oversee the development and maintenance of the gardens to the highest standards to ensure our gardens and landscapes have year-round beauty for our guests to enjoy. You are equally effective and efficient working independently and as part of a highly collaborative team.

If you have the relevant skills, proven experience, and are committed to high standards in your work; if you are passionate about maintaining and developing beautiful historical and traditional New England gardens; if you thrive on getting dirt under your fingernails, enjoy working in a busy outdoor environment in all kinds of weather; and you see yourself as part of a multi-disciplinary team; and are excited about sharing your vision and skills with the public; then this may be the perfect job for you.

**PRIMARY RESPONSIBILITIES AND DUTIES**
To ensure that the Gardens continue to develop at a lively pace, the post requires a combination of dedication to the practice and continued development of high quality gardening skills exercised through
hands-on gardening. In this position you will be expected to provide high quality garden maintenance and presentation at all times through:

- Hands-on seasonal maintenance of flower, shrub, woodland gardens with specialized heritage plants, including trees, hedges, shrubs, roses, climbers, herbaceous plants and annuals.
- Provide garden training to staff so they can correctly maintain the historical gardens and ensure that skills are used by staff and procedures followed
- Manage and supervise staff, assigning daily work, provide scheduling information, departmental training, coaching, feedback, and, if needed, disciplinary action. Interview applicants as needed
- Direct the work of staff, volunteers and interns working in the greenhouse and/or gardens
- Lead engaging public programs (hands-on as well as lecture style) in various horticulture-related topics.
- Lead training programs for staff and volunteers.
- Formative, seasonal and regenerative pruning of deciduous and evergreen trees, shrubs, climbers and hedges
- Safe use of garden machinery as necessary including mowers, trimmers, saws, and other machinery
- Plan the design of and, working closely with the Director of Living History Sites and Guest Experience Managers, supervise the maintenance of the kitchen gardens in the 17th century English Village exhibit and at the Mayflower II shops
- Treat members of the public with courtesy and encourage their interest in the gardens
- Develop a broad familiarity with the majority of plants within the gardens, and be completely familiar with those in any areas for which you may be directly responsible
- Develop an understanding of the Museum’s gardens’ history and plant collections
- Oversee and maintain the Museum’s greenhouse; plant seeds to prepare for transplanting into the gardens in the spring
- Understand the diversity of wildlife within the gardens to ensure optimum care of the gardens’ flora and fauna
- Lead public programs (e.g. garden walks and talks), special events or demonstrations, plant sales, seed saving projects, etc.
- With Facilities Manager, monitor grounds maintenance or arboricultural contractors on site
- Work to ensure the safety of staff, trainees, volunteers and visitors in the gardens
- Assist in the maintenance of paths, gates, garden beds, and other hard landscaping
- Creation and optimum use of composting systems
- Maintain accurate records and labeling of the plant collection
- Keep a garden log book of projects and overview of seasonal work; fulfill appropriate administrative tasks to create a useful archive for future gardeners
- Undertake occasional work offsite as required
- Attend Horticultural training as required including professional training including horticulture conferences and seminars approved by Deputy Director, Museum Experience

This description is not intended to be a complete list of all responsibilities, duties, skills, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of key responsibilities of the job as it is at present, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. This job description may be reviewed by management at any time either to ensure that it relates to the job currently being performed, or to incorporate changes. Management reserves the right to change a job description; and if/when doing so will discuss with the employee(s) concerned so that any changes are understood by employee(s).
QUALIFICATIONS: KNOWLEDGE, EXPERIENCE AND SKILLS

- Widely based and broadly experienced in garden management and maintenance, exercised through hands on gardening with imagination and flair combined with an enthusiasm for gardening, with advanced gardening skills and horticultural knowledge
- Appreciation and understanding of the historical record in determining garden design
- Ability to provide supervision and training of staff, apprentices or interns, and volunteers; previous project management and/or direct supervisory experience preferred
- Excellent communication skills; ability to speak in an engaging manner, easily and effectively, with staff and the general public
- You should have a verifiable reputation for excellence in your work
- Ability to lead horticultural programs for staff, volunteers and guests
- B.A. or B.S. – Degree or substantial training in horticulture preferred, but related experience may substitute
- Experience of staff and volunteer supervision and working with the public
- Proven practical experience of the cyclical maintenance of a high quality gardens
- Ability to undertake seasonal maintenance work of gardens with heirloom plant collections
- Superb time management skills with an ability to work independently with minimal supervision; pro-active in problem-solving, willing and able to lead and take initiative
- Capable of undertaking all aspects of horticultural work and the considerable physical demands of the job
- Proven experience of the cyclical maintenance of a large high quality landscape garden or estate
- Some familiarity with the cultivation of a broad range of trees, shrubs, bulbs, annual and herbaceous plants
- Fluency in English; ability to communicate clearly and provide direction to staff and volunteers

INTERPERSONAL SKILLS

- Reliability, dependability and punctuality
- Patience and imperturbability
- Courteousness
- Honesty and integrity
- Ability to communicate skillfully with a wide range of people from different cultural and social backgrounds, varying ages, language skills and physical abilities. Engaging and creative personality for sharing the Museum’s comprehensive themes and content in ways that inform and entertain informal learners
- Ability to interpret and apply the information you learn

PREFERRED BUT NOT REQUIRED

- Knowledge of early colonial gardens, and/or early American garden history, and/or New England garden history; willingness to learn more about the subject.
- Ability to identify and treat appropriately a range of common horticultural pests and diseases

Physical Requirements and Work Environment
The physical demands outlined here are representative of those that must be met by an employee to perform successfully the essential functions of the job. The work requires strenuous activity necessitating good cardiovascular condition, and there can be significant repetitive or strenuous motion necessary to accomplish certain tasks. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• Perform physical activities in a variety of environmental conditions that require moderate to maximum strength including climbing, lifting, balancing, bending, kneeling, walking, and handling of materials weighing up to 50 lbs.
• Comfortable working on your feet for long periods of time

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
• This work is conducted outdoors most of the time therefore there is the likelihood of frequent exposure to hot and/or humid or cold or wet conditions
• The noise level in the workplace varies from quiet to loud.

Additional Requirements
• Must be available to work some weekend days and holidays as requested by your supervisor. Flexibility in work hours and days off is required. Occasional evening work
• Must be able to drive self to offsite events and locations. Current valid driver’s license required

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

_____________________________ _______________________
Employee Signature Date

Please send cover letter and resume to:
Sue Haverstock
Plimoth Plantation
P.O. Box 1620
Plymouth, MA 02362

or shaverstock@plimoth.org

Closing date for applying: July 25, 2017
Interviews* for selected candidates will be held July 25th - August 12th
Finalists will be interviewed August 10th – August 20th.

*for candidates living at a great distance from Plymouth, a Skype interview can be arranged for the preliminary interview.