

MARIE SELBY BOTANICAL GARDENS



Position: Gardens Manager
Reports to: Senior Vice President for Horticulture
Status: Exempt

POSITION SUMMARY

The Gardens Manager is responsible for oversight of the Downtown Sarasota campus outdoor living collections. The position's primary responsibility is leading a team of diverse staff to care for plant health and display horticulture in all areas of the Gardens. This position entails collaboration with senior horticulture management as well as other departments as needed such as Events and Facilities. This is a "hands-on" position that supervises and works alongside horticulture staff. This role requires dynamic leadership skills as well as management of and appreciation for scientific and research collections.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsibilities include, but are not limited to the following:

- Plants are observed frequently, and corrective measures are taken when needed in addition to as scheduled.
- Monitor and maintain garden displays taking into consideration horticultural health, garden design, overall aesthetics, and visitor experience.
- Supervise gardens staff and volunteers, including monitoring quality of work and horticulture, monitoring productivity and efficiency, establishment of priorities and work schedules
- Assist with horticultural exhibition design and implementation.
- Conduct garden tours, workshops and community outreach programs as needed.

Other duties as assigned

EDUCATION AND EXPERIENCE

- Bachelor's degree in Horticulture or related field preferred.
- Minimum of five (5) years' experience in public horticulture.
- Experience with plant and materials sourcing and ordering.
- Previous experience working with volunteers is preferred.
- Demonstrated experience managing and supervising staff.

QUALIFICATIONS

- Requires comprehensive knowledge and skills in all aspects of landscape management.
- Possess knowledge of sustainable practices, including the use of native plants in the landscape; as well as knowledge of plant identification, propagation, maintenance, landscape design and pruning techniques.
- Working knowledge of herbicide and pesticide uses and applications. Must have a FL pesticide applicator's license or ability to obtain this license.

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- Ability to represent Selby Gardens in a professional manner.
- Ability to perform garden design, budget, source and order plant materials, and schedule deliveries.
- Strong problem-solving and verbal and written communication skills, strong listening and customer service skills, and the ability to effectively interact with guests, colleagues, and volunteers.
- Must be detail and task oriented and able to prioritize.
- Ability to work occasional weekends, as needed.

EXCELLENT INDICATORS OF A SUCCESSFUL SELBY GARDENS' TEAM MEMBER INCLUDE

- Strong work ethic
- Continuous and eager learner
- Actively lives and communicates the mission of Selby Gardens
- Passion to deliver exceptional service to internal and external customers through attention to detail and innovative methods of saying “thank you”
- Regularly offer innovative approaches to old concepts
- Flexibility and ability to switch gears when needed
- Resourceful, creative, and an initiative taker
- Assumes the best of others
- Approachable, kind, and compassionate
- Genuine authenticity

DIVERSITY AND INCLUSION STATEMENT

Selby Gardens is committed to fostering, cultivating, and preserving a culture of diversity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only Selby Gardens' culture, but our reputation as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.