

## Arboretum Manager

### Job Description

Bernheim Arboretum and Research Forest seeks an Arboretum Manager that is a dynamic leader with an ability to think strategically while working in a highly creative and collaborative environment across a multidisciplinary organization. The Arboretum Manager is directly responsible for overseeing the implementation of maintenance, enhancements, and the overall aesthetic of Bernheim's 620-acre, Level IV Arboretum. The Arboretum Manager will directly manage the workflow and productivity of Horticulturist(s) and Assistant Horticulturist(s) while encouraging and empowering a sense of confidence and autonomy in individuals work process. The Arboretum Manager reports to the Director of Horticulture & Sustainable Landscapes.

Bernheim's commitment to DEI (diversity, equity, inclusion) began with the vision of our Founder, Isaac Wolfe Bernheim. He envisioned a Bernheim that would be accessible to all, and to this day Bernheim is committed to this core principle. All who apply, are employed, or volunteer at Bernheim are considered and valued without regard to race, ethnicity, age, sex, sexual orientation, gender identity, disability status, religion, or any other protected status.

### Essential Duties & Responsibilities

- Direct management and leadership of Horticulturist(s) and Assistant Horticulturist(s), including proper arboretum maintenance scheduling and daily workflows.
- Motivates, trains, and supervises designated Arboretum staff to adhere to high safety standards and assesses each individual's performance through routine mentoring sessions and evaluations.
- Ability to interact in an appropriate and professional manner with visitors, staff, and volunteers, and interpret botanical and horticultural subjects to the public.
- Develop plans and techniques for a more efficient and ecologically stable maintenance strategy within the Arboretum.
- Ensure accurate accession records of the collections within the Arboretum.
- Manages the annual operating budget for department-relevant fields.
- Collaborates with Director of Horticulture & Sustainable Landscapes on the development of garden designs, garden-project budgets, and timelines of major garden project completion dates. Collaboration will extend to other departments.
- Collaborates with Director of Horticulture & Sustainable Landscapes to manage outside contractors to service operational needs including (but not limited to): tree maintenance and prescribed fire.
- Identifies, sources, and purchases grounds management equipment.
- Ability to operate and maintain a wide range of hand tools, power tools, small/large engine equipment and vehicles safely and effectively.

- Ability to serve on the prescribed fire burn crew.
- Contribute content for social media, blogs, and print (Forest Echo).

### **Knowledge, Skills and Abilities**

- Experience with understanding the constructability of landscape projects and managing small landscape construction projects is necessary.
- Baseline knowledge and skills for the position include but are not limited to excellent verbal communication, including public speaking, strong interpersonal skills, professional writing skills, and proficiency with Microsoft Office applications. Working knowledge of Iris BG a plus.
- The ideal candidate will also have demonstrated a strong aesthetic sense in previous horticultural work and have knowledge of a wide palette of plants.
- The ability to think critically and experience in managing detailed budgets and projects is required.
- Ability to work outside in heat, cold or light rain and can continuously walk, stand, bend, twist and/or stoop and lift up to 50lbs.
- Ability to be flexible and able to take on other tasks as requested.
- Ability and willingness to work flexible hours, including evenings, weekends, holidays, and special events as needed.
- Ability to lead a horticulture tour and/or teach horticulture related classes.

### **Licenses and Certifications**

- Must possess a valid driver's license at time of hire.
- Current Kentucky Non-Commercial Pesticide Applicators License with the 3N Category or ability to obtain within six months of hire.
- ISA Arborist certification preferred.

### **Education and Experience**

- A degree in Horticulture or related field, with a track record on proven management experience.
- Related experience is also considered and valued.
- Broad knowledge of woody species.

Email your resume and letter of application to [dmedley@bernheim.org](mailto:dmedley@bernheim.org) or mail to the attention of Debbie Medley, Bernheim Arboretum and Research Forest, 2499 Clermont Road, PO Box 130, Clermont, KY 40110.

