



## **Exhibitions and Landscape Coordinator**

Bernheim Arboretum and Research Forest, a 16,000+ acre protected forest in Kentucky, about 25 miles south of Louisville, is seeking a talented, creative individual to be part of a dynamic team that makes art happen at Bernheim.

Bernheim is home to a 600-acre arboretum, designated as Kentucky's official arboretum. The natural landscape features 40+ miles of hiking trails and extensive natural areas managed for conservation and research purposes. Its woodlands, prairies, and wetlands make up the largest privately-owned forest in the Eastern United States dedicated to education and conservation. Bernheim is a privately owned not-for-profit, relying on donations and memberships, whose mission is to connect people with nature. Annually, over 350,000 people experience Bernheim through visits, educational programs, field trips, and Bernheim festivals.

Working under the supervision of the Arts in Nature Curator, the Exhibitions and Landscape Coordinator works on all physical, logistical, and horticultural aspects for the Arts in Nature program, including on-site construction, material and plant procurement, production periods of art installations, and routine artwork and landscape maintenance.

An ideal candidate will be an independent worker who appreciates art and horticulture, enjoys building, constructing, and landscaping work in an outdoor setting, exhibits excellent communication skills, and can work collaboratively with visiting artists and other departments outside of the Arts in Nature team. The successful candidate will be willing to take on challenging projects and find unconventional solutions to problems.

### **Essential Duties/Responsibilities**

- Work closely with Bernheim curators, team members, artists, fabricators, and other vendors to research, develop, and manage artwork production and landscape maintenance around artworks.
- Participates in and coordinates all logistical and physical aspects for receiving, staging, installing of artwork; including fabrication assistance, signage installation, solicitation of quotes and assistance with vendor selection, overseeing of installation crews for art exhibitions and site infrastructure updates as needed.
- Oversee routine operational and horticultural maintenance of all art outdoor sculptures, experiences, and Arts in Nature project sites. Tasks include (but are not limited to) constructional maintenance, weather protection, lighting, de-installation, site/soil preparation, planting, transplanting, weeding, mulching, watering, pruning, mowing, tree, and invasive species removal.
- Collaborate with Arts in Nature Curator to maintain and track project budgets, accounting for material and external labor costs.
- Organize and maintain safe and clean storage and production spaces, including maintaining an up-to-date inventory of available tools and equipment.
- Coordinate and manage arts and horticulture projects relative to the Arts in Nature department with volunteers.
- Perform all other duties as assigned.

### **Education and Experience**

- Required previous work experience in the field of arts, horticulture, and/or construction project management. A bachelor's degree in a related field to the position is preferred.
- A team player with a can-do attitude who is willing to help at all levels of tasks and a creative problem solver who takes initiative and is a clear and transparent communicator.
- Working knowledge of plants and horticulture, hand tools, power tools, and general construction methods; ability to perform outdoor physical tasks, in all weather conditions, as part of the install/de-install of artwork and related grounds, plants, and landscaping maintenance.
- Experience operating forklifts, telehandlers, and skid steers is a plus. If no prior experience, qualified candidates must be willing to be trained in these areas.
- Strong organizational skills and high-level attention to detail.
- Proficient knowledge of Microsoft Office Suite.
- Ability to work independently and as part of a team.
- Skilled in training and working with volunteers.
- Must possess a valid driver's license and clean driving record at time of hire.
- Role may require the ability to continuously walk, stand, bend, twist and/or stoop, and lift up to 50lbs.
- Flexibility to work a variety of hours, including evenings, weekends, holidays, and special events, as needed.
- Must have an appreciation of the arts, enjoy working in an outdoor environment, and assisting creatives in the development of their work.

### **To apply and for more information:**

Please send all inquiries and resumes to: [HR@bernheim.org](mailto:HR@bernheim.org).

This full-time, hourly position reports to the Arts in Nature Curator.

Pay range: \$18-\$21/hr.

Competitive benefits package includes: health/vision/dental insurance, retirement 403(b) with match benefit and paid sick and vacation leave, as well as paid holidays.

Bernheim Arboretum and Research Forest is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We recruit, employ, train, compensate, and promote without regard to race, color, national origin, creed, religion, sex, gender identity, sexual orientation, marital status, parental status, disability, age, veteran status, or any other status protected by law.