



## POSITION DESCRIPTION

<b>TITLE:</b>	Seasonal Gardener
<b>REPORTS TO:</b>	Director of Buildings, Gardens & Grounds
<b>CLASSIFICATION:</b>	Hourly, Non-Exempt, Full-Time, Seasonal/Temporary

Tudor Place Historic House & Garden seeks a part-time **Seasonal Gardener**. This position supports the Buildings, Gardens & Grounds department in the horticultural maintenance of our 5 ½ acre historic site. The landscape, which contains an old-growth woodland, a formal garden, a native pollinator garden and naturalistic plantings, is guided by a conservation easement. This position is ideal for an energetic person with a sunny disposition who can work independently and collaborate with colleagues in a small team.

### RESPONSIBILITIES

- Assist with garden maintenance (including weeding, mulching, watering, raking, edging, deadheading, planting and pruning)
- Operate a variety of motorized equipment using safety best practices
- Assist with care of nursery and greenhouse
- Work with garden volunteers
- Perform other duties as assigned

### EXPERIENCE & EDUCATION REQUIREMENTS

- High school diploma or equivalent

### KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of basic horticultural techniques, including plant care, weed removal and landscape maintenance
- Ability to communicate effectively and solve problems creatively
- Ability to work closely with colleagues on team projects
- Ability to work independently
- Proficiency in Microsoft Office programs and ability to use Microsoft Teams
- The physical requirements of this position are classified as medium work (exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently and/or up to 10 pounds of force constantly to move objects).
- This position requires climbing (stairs, ladders), 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 traverse uneven surfaces safely.
- Ability to work in a range of environmental conditions

**WORK SCHEDULE**

The regular work schedule is approximately 35 hours per week, 7 a.m. – 3 p.m., between Monday and Friday. This position is expected to run from mid-May through the end of August.

**COMPENSATION & BENEFITS**

Compensation is based on experience. Salary range starts at \$20/hour.

Tudor Place provides excellent benefits to employees, including paid leave, paid holidays, free on-site parking and a staff Museum Shop discount for all employees; life insurance and medical benefits are available to full-time employees.

**TO APPLY**

Please email Helen Hubbard-Davis, Director of Finance & Administration, at [careers@tudorplace.org](mailto:careers@tudorplace.org) with resume and cover letter. Please include '**SEASONAL GARDENER**' in the subject line. No phone calls, please.

**Tudor Place is an Equal Opportunity Employer**