



POSITION DESCRIPTION

TITLE:	Horticulture Manager
SUPERVISOR:	Director of Buildings, Gardens & Grounds
CLASSIFICATION:	Full-time, Non-Exempt, Emergency

Tudor Place Historic House & Garden is a National Historic Landmark in Washington, DC, encompassing 5½ acres of historic gardens, woodland and living collections protected by a National Park Service conservation easement. Through the preservation of its historic buildings, collections and cultural landscape, Tudor Place connects visitors with more than 200 years of American history.

Tudor Place seeks a hands-on **Horticulture Manager** to serve as the Buildings, Gardens & Grounds Department's senior horticultural professional and technical resource. Working closely with the Director of Buildings, Gardens & Grounds, this position coordinates daily horticultural operations and provides technical guidance and training to support the long-term stewardship of the site.

The Horticulture Manager works collaboratively with gardeners, interns, volunteers, contractors and staff. The ideal candidate is an experienced horticultural professional who enjoys working in the garden, sharing horticultural knowledge and contributing to the preservation of a National Historic Landmark.

RESPONSIBILITIES

- Preserve and maintain Tudor Place's historic landscape, living collections, gardens, greenhouse, nursery, lawns, woodland, trees, shrubs and ornamental plantings in accordance with the National Park Service Conservation Easement, Cultural Landscape Report, Historic Structures Report and Living Collections Policy
- Perform hands-on horticultural work, including planting, pruning, propagation, transplanting, watering, mulching, weeding, soil preparation, seasonal cleanup and general landscape maintenance
- Monitor plant health and implement Integrated Pest Management (IPM) practices to identify and address pests, diseases, nutrient deficiencies and environmental stress
- Operate, inspect and maintain the irrigation systems, horticultural equipment, landscape tools and greenhouse facilities using safe work practices
- Conduct routine inspections of gardens, grounds, trees, landscape features and irrigation systems; identify and report maintenance, preservation and safety concerns
- Assist with historic building preservation by conducting routine building inspections, monitoring building systems, performing minor maintenance and repairs and supporting preservation projects
- Maintain accurate plant records and the living collections database
- Develop and implement seasonal horticultural work plans and assist the Director of Buildings, Gardens & Grounds with budgeting, procurement and expense tracking

- Provide technical guidance and hands-on training to seasonal gardeners, interns and volunteers while working alongside them
- Coordinate volunteer activities and collaborate with horticultural and landscape contractors on assigned projects
- Support garden tours, garden educational programs, committee meetings, volunteer workdays and special events
- Maintain a safe, clean and organized work environment and protect historic buildings, collections, gardens and landscape features during all work activities
- Perform snow removal, storm cleanup and participate in other departmental operations or emergency response, including occasional evenings, weekends and holidays as needed
- Perform other duties as assigned

EXPERIENCE & EDUCATION REQUIREMENTS

- Associate degree in Horticulture, Landscape Management, Botany, Environmental Science or a related field; or equivalent professional horticultural experience, training and/or relevant certifications
- Minimum of three (3) years of professional horticultural experience in a public garden or comparable horticultural setting, preferably at a historic site
- Maryland or DC Pesticide Applicator License, or the ability to obtain applicable certification

KNOWLEDGE, SKILLS & ABILITIES

- Strong knowledge of horticultural principles and best practices applicable to the care of historic and public gardens
- Ability to assess conditions, identify problems and develop practical solutions
- Ability to plan, prioritize and coordinate multiple projects and changing seasonal priorities
- Ability to provide clear technical guidance and hands-on training to individuals with varying levels of experience
- Strong organizational, communication, interpersonal and problem-solving skills
- Ability to work independently, exercise sound judgment and collaborate effectively as part of a team
- Proficiency with Microsoft Office and Microsoft Teams, with the ability to learn work order management and living collections software
- 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 safely traverse uneven surfaces
- Ability to work in a range of environmental conditions

COMPENSATION & BENEFITS

Compensation is based on experience. Salary range: \$45-\$50K

Tudor Place provides excellent benefits to employees, including paid leave, paid holidays, free on-site parking and a 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 with resume and cover letter. Please include "Horticulture Manager" in the subject line. No phone calls please.

Tudor Place is an Equal Opportunity Employer.