

Job Description: Horticulture Assistant

Status: Part-Time, Non-Exempt, 20 Hours / Week (*on-site*)

Department: Curatorial



General Statement of Duties

Under the supervision of the Horticulture Curator, the Horticulture Assistant is responsible for the upkeep of plants in exhibits, on grounds, and in greenhouses and nursery areas. Responsible for supervising horticulture volunteers, assisting with plant sales, and performing other duties as assigned to meet the goals of the Curatorial Department.

Qualifications

- High school graduate with experience at a botanical garden, nursery or landscaping operation. College student or graduate pursuing a career in horticulture preferred.
- Completion of a course in plant taxonomy, or knowledge of Virginia native flora.
- Experience in the safe use and maintenance of power equipment.
- Knowledge of horticulture practices and plant propagation methods.
- Initiative and good judgement.
- Hours are somewhat flexible, but must be able to work at least some mornings and some weekends.

Duties and Responsibilities

- Work with the horticulture team in maintaining the high quality appearance of our horticulture exhibits and plants throughout the Museum.
- General landscape care, including pruning, watering and weeding, as required.
- Assist with plant sales and other special events.
- Train, supervise, and work with horticulture volunteers.
- Assist with conservation projects when needed.
- Perform other duties as assigned.

Essential Job Requirements

- Must be able to express or exchange ideas by means of the spoken word and perceive detailed information through oral communication.
- Able to lift and/or exert up to 50 pounds.
- Must be able to move throughout the Museum's buildings and outdoor trail as needed.
- Must have visual acuity to be able to operate motor vehicles and equipment.
- Must be able to sit, stand, walk, stoop, kneel, crawl, reach, push, pull, lift, grasp, feel and utilize repetitive motions.
- The candidate will be subject to outdoor environmental conditions such as heat, cold, wind & humidity.

Please send VLM application, cover letter, resume, and 3 personal references by 11:59 a.m. on August 10 to:

Virginia Living Museum
c/o Mr. George Mathews, Curatorial Director
524 J. Clyde Morris Blvd.
Newport News, VA 23601

Email: george.mathews@thevlm.org

Fax: 757-599-4897

No phone calls or walk-ins, please.