

# Job Description: Greenhouse and Nursery Specialist

**Status:** Full-Time, Hourly, 37.5 Hours / Week (*on-site*)

**Department:** Conservation



## General Statement of Duties

*The Greenhouse and Nursery Specialist is responsible for managing and maintaining native flora within the Museum's indoor and outdoor exhibits and grounds. Maintain greenhouses and nursery, track nursery inventory, monitor nursery stock for pest and disease, and assist horticulture curator in setting propagation schedules and preparing orders of needed nursery stock, seeds, and greenhouse supplies. This position recognizes the capacity to achieve greater results by integrating skilled volunteers and leveraging their diverse knowledge and abilities. The Greenhouse and Nursery Specialist reports directly to the Horticulture Curator.*

## Qualifications

- BS or Associates degree in Botany, Horticulture, or related field.
- 1+ years' experience propagating perennial and woody plant species.
- 1+ years' experience in greenhouse operations.
- Strong working knowledge of native plants/ability to identify/knowledge of life history.
- Thorough knowledge of horticultural practices.
- Thorough knowledge of plant propagation methods.
- Knowledge of plant pest, diseases, and their control.
- Proficient with Google Suite.
- Ability to work with minimal supervision.
- Ability to train and supervise both staff and volunteers.
- Initiative and good judgement.

## Duties and Responsibilities

- Enhance Guest Experience by:
  - Welcoming and entertaining questions from guests.
  - Developing and providing engaging educational experiences for guests.
  - Leading conservation projects and museum events when needed.
- Care for Museum Assets:
  - Work with the horticulture team in maintaining the high quality appearance of the horticulture exhibits and plants both inside and outside the Museum.
  - General landscaping: pruning, weeding, watering, etc.
  - Train, supervise, and work with horticulture staff and volunteers.
  - Follow museum safety policies and procedures.
- Generate Revenue by:
  - Propagate native plant species for exhibits, grounds, and native plant sales using a variety of methods.
  - Collects necessary seeds for native plant propagation.
  - Track greenhouse supply needs and setting up orders.
  - Track nursery inventory and working with the horticulture curator to maintain a production schedule and to insure stock availability for sales, grounds, and exhibits.
  - Assist horticulture curator with searching current availability of plug suppliers to insure timely ordering of rare species as they become available.
  - Maintain a schedule of stock inspection for disease and pest and take proper measures to remedy any problems.

- Repair greenhouses and cold frames.
- Work with horticulture curator, staff, and volunteers to set up, conduct, and close bi-yearly native plant sales.
- Lead behind the scene tours of greenhouses and nursery.
- Assist with monarch tagging program and maintenance of butterfly house.
- Perform other duties as assigned.

### **Essential Job Requirements**

- Must be able to work occasional evenings and weekends.
- Must be able to express or exchange ideas by means of the spoken word and perceive detailed information through oral communication.
- Ability to lift and/or exert up to 50 pounds.
- Must be able to move throughout the Museum's building(s) and outdoor trail as needed.
- Must have visual acuity to be able to operate motor vehicles and/or 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, and humidity.

**Supervision Exercised:** Staff and volunteers during horticultural projects on grounds, exhibits, nursery and greenhouses.

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Greenhouse and Nursery Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate Supervisor/Director. The Virginia Living Museum reserves the right to update, revise or change the job description and related duties at any time.*

**Qualified applicants please submit a VLM application, cover letter, resume and references.  
No phone calls, please.**

<https://thevlm.org/join/employment/openings/>