



Botanical Garden of the Ozarks

Department: Horticulture

Title: Manager, Horticulture

Reports To: Director, Horticulture

Job Type: Full-Time, salary, exempt

The Manager, Horticulture is a dual role that reports to the Director, Horticulture, while leading the Horticulture team, interns, and volunteers as needed. The desired candidate for this role is detail-oriented, reliable, and adept at building and maintaining positive professional relationships. The Manager, Horticulture role requires versatility and the ideal applicant will be comfortable leading concurrent projects to their successful completion.

Supervisory Responsibilities: As needed, direct the activities of the Horticulture team, interns, and volunteers.

Duties and Responsibilities:

- Work closely with the Director, Horticulture to fulfill the mission of BGO
- Maintain overall health and appearance of the Garden utilizing horticultural knowledge and horticulture staff
- Communicate effectively with and work side-by-side alongside the Horticulture team, interns, and volunteers
- With Director, Horticulture, ensure all records are accurate and up-to-date. These include, but are not limited to: BGO plant database, pesticide and fertilizer application, and safety documents
- Spray pesticides and herbicides as needed
- Other duties as assigned

Required Qualifications:

- Bachelor's degree in Horticulture, or equivalent experience plus 3 or more years working in Horticulture
- Experience with and knowledge of a wide variety of plant materials including but not limited to annuals, perennials, trees, shrubs, tropicals, and succulents
- Ability to manage a team in a positive and effective manner, even in times of stress
- General knowledge of botanical nomenclature

- Demonstrated knowledge of Integrated Pest Management with experience in organic pest control practices
- Proficient in Microsoft Office Suite, Google Workspace

Preferred Qualifications:

- Previous non-profit experience
- Experience with and knowledge of greenhouse management

Physical Requirements:

- Must be able to lift 50#
- Ability to work in all weather conditions, including extreme heat and cold
- Use of pesticides in garden and greenhouse. Proper PPE will be provided

Must be available to work some nights and weekends