



**Position Title:** Horticulturist

**Classification:** Exempt, Onsite, Full-Time

**Annual Salary:** \$45,000 - 50,000, paid vacation, health insurance, 401k

**Reporting Structure:** Reports to Deputy Director

### **About the Coastal Discovery Museum**

The Coastal Discovery Museum, a Smithsonian Affiliate, was established in 1985 and has a broad mission to inspire people to care for the Lowcountry. We want to make a difference for our community by inspiring our visitors to take action, to be better stewards of the environment, to cherish and preserve our historical resources, and to be active in the arts. The museum believes that our Lowcountry stories are so compelling that they will also begin to make a difference in how people think about these issues at the national level.

The museum is located on 70 acres of protected land, and our historic buildings, nature trails, marsh front docks, gardens, fields, horse stable and pasture are an integral part of our programming. Since opening at our Honey Horn location in 2007, the museum has welcomed over 1.52 million visitors through our gates.

### **Position Overview**

The Horticulturist is responsible for planning, coordinating and assisting in the development, management, and daily care of the museum's gardens, dragonfly pond and surrounding grounds. The ideal candidate will possess a strong understanding of horticulture, along with the skills necessary to perform various horticultural tasks. Familiarity with identifying and cultivating a diverse range of tropical and subtropical plants is essential.

### **Key Responsibilities**

#### Horticulture, Butterfly Enclosure & Design:

- Plan and implement garden design and maintenance strategies.
- Oversee and implement the daily care and upkeep of gardens, ponds, and grounds.
- Monitor plant health and address any issues related to pests, diseases, or environmental factors.
- Maintain accurate records of plant care, including watering schedules, fertilization, and plant growth.

- Provides husbandry for Butterflies, ensuring their health and enrichment within the enclosure and maintain daily records of care and maintenance actions.
- Preparing the butterfly enclosure for visitors by cleaning all surfaces, watering plants, cleaning chrysalis station, cleaning caterpillar cages, stocking them with plant material and water, and removing deceased butterflies.
- Communicate effectively with the Deputy Director to support the overall needs of the butterfly habitat.
- Collaborate with museum staff to create educational programming related to gardens and horticulture.
- Ensure that gardens and green spaces are aesthetically pleasing and environmentally sustainable.
- Physically work in all aspects of maintenance and development including soil preparation, planting & transplanting, mulching, watering, weeding, fertilizing, pruning, propagating, potting, raking, sweeping & blowing.
- Monitor the plant collections for pests and diseases.
- Apply pesticides and fertilizers in accordance with IPM protocols and maintain application records. Manage town IPM protocols.
- Utilize hand and power tools effectively.

#### Grant writing and fundraising:

- Identify and apply for grants to support our gardening program.
- Work with private donors and foundations to secure funds for museum grounds and gardens.
- Provide substantial support for our annual fundraiser “Cocktails and Camellias”.

#### Supervisory:

- Prioritize horticultural tasks, develop work schedules, and coordinate their implementation with the Director of Education and the Deputy Director.
- Lead, train, supervise interns, and volunteers.
- Participate in group projects with other staff and in cross-departmental projects.

#### Skills:

This position requires an organized and efficient employee with strong communication and writing skills, database and technology skills, and a positive personality. The Horticulturalist should be comfortable working with everyone in our community and serving as the public face of the museum as required.

### Physical Requirements:

The position requires physical strength, dexterity and coordination to perform essential job functions, including bending, squatting, kneeling, standing, and walking long distances for extended periods. Candidates must be comfortable working outdoors in varying seasonal conditions and able to repeatedly push, pull, and lift up to 50 pounds.

### **Qualifications**

- A passion for growing, exhibiting, and promoting native plants.
- Enthusiasm for horticulture, garden design, and plant collections, and a commitment to the “public” in public horticulture.
- A demonstrated understanding of the horticultural practices and procedures required for managing plants including soil preparation, planting, mulching, watering, weeding, fertilizing, and pruning.
- The ability to create innovative, engaging and aesthetically pleasing horticultural displays.
- The ability to identify a wide variety of tropical and subtropical plants by common and botanical names.
- The ability to identify and prioritize work tasks and to organize, coordinate, and supervise volunteers.
- The ability to identify pests and diseases and to manage them according to IPM protocols.
- The ability to accomplish work assignments effectively and efficiently.
- A willingness to interact with the public on an informal basis by answering questions, providing directions, etc.
- The ability to conduct oneself in a manner consistent with the Coastal Discovery Museum’s core values; a willingness to create a harmonious and productive work environment.
- The ability to collaborate graciously with other staff and other departments; a willingness to be patient, flexible, and adaptable to change.
- The ability to use horticultural hand tools and power equipment safely and effectively to accomplish work tasks.
- Must comply with provisions of the current employee handbook, all published personnel policies, and the requirements of their individual job descriptions.

- Must be aware of surroundings and vigilant to threats to the safety of visitors, volunteers, and staff or to security of their property, ensuring that all concerns are reported promptly.
- Must report all injuries and incidents immediately and ultimately in writing to supervisor(s).
- Must ensure compliance with all applicable federal and state laws and regulations.
- Must perform other duties as assigned by supervisor.
- Must have the physical strength, dexterity, and coordination sufficient to perform the above functions.
- Must be able to bend, squat, kneel, stand, and walk long distances for extended periods of time.
- Must be able to work outdoors and in seasonal extremes.
- Have the ability to push, pull and/or lift 50 pounds repeatedly.

### **Education**

- An associate's degree in Horticulture, Botany, Plant Science, or a related field; bachelor's degree preferred.
- Two years' professional experience working with tropical plants or greenhouse; public garden experience beneficial.
- Possession of a valid driver's license.
- Other combinations of education / experience appropriate to the job will be considered.

### **To Apply**

Please submit your cover letter and resume and three references to [areiley@coastaldiscovery.org](mailto:areiley@coastaldiscovery.org) with "**Horticulturist**" in the subject line. We look forward to welcoming a motivated team member who shares our passion for the Lowcountry and our mission to inspire and educate.

The Coastal Discovery Museum is an equal-opportunity employer and values diversity in our workplace. We encourage applicants from all backgrounds to apply.