

Position Description

Position Title:	Assistant Gardens Manager
Reports To:	Gardens Manager
Salary:	\$21.00 to \$22.00 DOE
Pay type:	Hourly pay
Pay Status:	Non-exempt; eligible for overtime
Benefit status:	Eligible for all benefits
Hours:	40 hours per week; 5 days/week May - September hours are 5:30am - 2:00pm October – April hours: are 6:30am - 3:00pm (closing shifts 8:30-5:00 pm) Hours may vary and are subject to change Some nights or weekends may be necessary throughout the year May be called for emergency issues outside of regular hours

Organization Summary

Tohono Chul is a beloved 49-acre public garden in Tucson, Arizona, founded in 1985. Our mission is to serve as a community oasis, where reverence for the cultural and natural ecology of the Sonoran Desert region inspires responsible stewardship so that future generations may thrive. A destination for both local residents and global visitors, it has been recognized as "One of the World's Ten Best Botanical Gardens" by Travel + Leisure Magazine.

Position Summary

We seek an Assistant Garden Manager who brings extensive knowledge of Sonoran Desert plants and ecosystems, and a depth of horticultural experience. The Assistant Garden Manager will be asked to manage specific areas of the garden, and to help oversee garden-wide operations, to ensure the health of Tohono Chul's plant collections. The Assistant Garden Manager should have strong plant knowledge and hands-on experience in horticulture and arboriculture. This role also requires experience working with irrigation systems as irrigation maintenance and improvement will be a large part of the daily work of this position. The Assistant Garden Manager will have a leading role in implementing garden renovations and coordinating garden management and operations. The Assistant Garden Manager will model best practices and demonstrate the highest standards of care for other garden staff. This role requires good time management, interpersonal skills, and a willingness to teach others. The Assistant Garden Manager will also have a role in coordinating and participating in site-wide events, engagement, and guest experience activities. As such, the Assistant Garden Manager must be an enthusiastic ambassador by conveying and showcasing the Mission of Tohono Chul and its gardens to staff, guests, and volunteers through high-quality horticultural expression and care.

Essential Duties and Responsibilities

Horticultural maintenance and garden development- 60%

- Carry out assigned horticultural tasks to established standards of care in multiple gardens throughout the park.
- Lead implementation of garden improvements.
- Assist in the continued education of other members of the Gardens team.
- Lead garden pest and disease control site-wide
- Lead irrigation system maintenance and improvements site-wide

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- Support the plant inventory project with quality control and other tasks, as requested.
- Keep up with industry-standard practices, methods, and updates in horticultural care especially related to Sonoran Desert environmental issues, through continued education, reading, etc.
- Support training of staff and volunteers to ensure established standards of care are executed park wide.
- Provides occasional coverage for the Gardens Manager including processing payroll and management of daily tasks.
- Undertake other duties as requested by Gardens Manager

Management of equipment and materials - 15%

- Ensure all tools and equipment are used correctly and cared for, efficiently and safely by the Gardens team in keeping with current health & safety practices.
- Assess equipment needs and make budget recommendations to the Garden Manager
- Make new equipment and materials purchases
- Receive and sign off garden supply deliveries
- Continually organize storage areas (interior and exterior) and at least annually organize an inventory and clean-up of storage areas for tools.
- Maintain and update the irrigation parts inventory and inform the gardens manager when parts need to be purchased

Events and revenue generation -15%

- Monitor and report on the condition of Tohono Chul's *Peniocereus greggii* collection in preparation for Bloom Night, Tohono Chul's signature horticultural event.
- Support the wider team with plant sales, and public and private events, including preparation, and breakdown/clean-up
- Lead the team in the installation of Holiday Nights lighting site-wide

Education and visitor experience 10%

- Liaison with engagement and marketing teams to provide information about Tohono Chul's gardens, horticulture, plants, and other aspects of the Sonoran Desert ecosystem for marketing, social media, and educational programs.
- Assist members of the public in gaining knowledge of, and appreciation for, Tohono Chul's mission, plants, and gardens by answering questions, providing tours, and participating in members' receptions.

REQUIRED EDUCATION AND EXPERIENCE

- Minimum five years' experience in horticulture, botanic garden, ecological restoration, or nursery operations
- High School Diploma or Equivalent

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PREFERRED EDUCATION AND EXPERIENCE

- Certified arborist
- Certified irrigation professional
- College degree in horticulture or a related field
- Experience working with the flora of the Sonoran Desert region
- Experience purchasing materials and equipment (i.e. tools, irrigation parts) for a horticultural operation

KNOWLEDGE, SKILLS AND ABILITIES

- Commitment to achieving standards of excellence
- Extensive knowledge of Sonoran Desert plants
- Knowledge of horticulture and arboriculture principles and practices, including knowledge of garden equipment and machinery
- Experience working with irrigation systems including minor repairs to poly lines, replacing valves, and working with central control systems such as Rainbird Maxicom and/or Hunter Hydrowise
- Comfortable and confident when working and engaging with the general public, staff, and volunteers
- Able to take oral and written direction, work independently, and prioritize multiple tasks
- Able to give directions and lead teams of front-line staff and volunteers
- Flexible – reacts to change productively, willing to give support where necessary, and can change plans at short notice
- Approachable and positive
- Positive- can-do attitude
- Computer experience using Word, Excel, and or other types of databases
- Must meet all physical requirements

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Diversity, Equity and Inclusion:

Tohono Chul is proud to be an equal opportunity employer. We encourage applications from candidates of all backgrounds, experiences, and perspectives. We believe that a diverse and inclusive workforce is essential for fostering creativity and achieving our mission.

Employee Safety

This employee is responsible for the use of safety devices and protective equipment in order to minimize the frequency and severity of work-related accidents. The employee is responsible for using safe practices and methods in the operation and supplies related to their job. The employee is further responsible for notifying their supervisor any conditions within the building or grounds that may be hazardous to employees, volunteers or visitors.

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Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires frequent standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing. The employee may have to lift and or move up to 50 pounds, anything greater should be done with assistance. Specific vision abilities required by this job include, close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The noise level in the work environment is usually moderate.

To Apply

Submit resume and cover letter via email to: Humanresources@tohonochul.org