

Horticulture Manager

Full Time

Indianapolis, Indiana

Reports To: Operations Manager

SUMMARY

Lead design, installation and maintenance for all gardens on the Indianapolis Cultural Trail: A Legacy of Gene and Marilyn Glick and contribute to the operations team and organization leadership to ensure the Indianapolis Cultural Trail is a world class experience for residents and visitors to Indianapolis.

OVERVIEW

Indianapolis Cultural Trail, Inc. (ICT) oversees all aspects of the eight mile Indianapolis Cultural Trail: A Legacy of Gene and Marilyn Glick, a public, linear park connecting all of downtown Indianapolis. The Cultural Trail is not only a bike and pedestrian pathway, but a destination in its own right. The Trail has received praise and accolades from publications such as The New York Times and is viewed as the model for how beautiful connectivity and thought provoking urban design can drive economic development, enhance tourism and build community. The Indianapolis Cultural Trail includes eight miles of public gardens, a public art collection and is accessible 24 hours, 365 days a year. ICT is comprised of professional, creative and flexible individuals who work in a friendly, team oriented environment.

ICT is seeking a dynamic and forward thinking horticulturalist to be the Horticulture Manager for the Indianapolis Cultural Trail. This new position for the organization is designed to be both hands on with the plants and landscaping on the Cultural Trail and for someone who can plan and design for long term successes and strategies for managing eight miles of public gardens. This leadership role will oversee all aspects of horticulture on the Indianapolis Cultural Trail ranging from planning and design to daily maintenance of the gardens and leading volunteers. The position reports to the ICT Operations Manager and may include contract and vendor management.

RESPONSIBILITIES

The essential job functions include the following:

- Oversee and implement the day-to-day horticulture operations of the Indianapolis Cultural Trail, a public, high profile, linear park that is accessible 24/7. Existing plant materials on the Cultural Trail include perennials, native plantings, stormwater planters and trees.
- Ensure garden and Trail landscaping is maintained at the highest level.
- Design dynamic and vibrant gardens and landscapes for permanent display.
- Plan and initiate garden tasks related to design, installation and maintenance including mulching, weeding and pruning.

- Diagnose and treat pest problems appropriately with emphasis on organic solutions and in compliance with applicable pesticide applicators licensing for the state of Indiana when necessary.
- Supervise and adopt a leadership role with volunteers and interns in the management, operation and maintenance of the garden beds and stormwater planters throughout the Cultural Trail.
- Work with operations team and organization leadership to ensure high level of standard for Trail horticulture.
- Manage plant procurement.
- Responsible for overseeing contracts and vendors that may be involved in large scale projects.
- Work with Trail volunteers on horticulture projects and develop long term plan for growing opportunities for Cultural Trail garden volunteer program.
- Create and implement sustainable horticulture program
- Serve as Indianapolis Cultural Trail ambassador on the Cultural Trail through excellent customer service, positive interactions with Trail users and responding to requests in a friendly manner and provide horticulture information to the public.
- Other duties as assigned.

REQUIRED

The requirements below are representative of the knowledge, skill and/or ability required.

- B.A. or B.S. in horticulture, botany, or related field.
- Minimum of three years garden management experience or training; or equivalent combination of education and experience with in depth knowledge of plants, their cultivation and identification.
- Experience with drip irrigation systems and stormwater planters.
- Experience with garden maintenance, design and installation.
- Ability to solve practical problems and deal with a variety of variables in situations where limited standards exist.
- Self-motivated.
- Strong attention to detail.
- Ability to work independently and prioritize projects.
- Desire to work in and contribute to a positive team environment.
- Strong commitment to great customer experience.
- Team player with a positive attitude.
- Self-starter and problem solver.
- Strong leadership and interpersonal skills.
- Excellent organization skills and ability to meet deadlines.

PREFERRED SKILLS and EXPERIENCE

- Experience managing contracts and vendors
- Experience leading and managing groups of volunteers
- Experience with public gardens or highly visible garden settings
- Excellent written, verbal, and listening communication skills
- Supervisory experience
- Certifications in arboriculture, pesticide application, or other relevant horticulture certifications
- Knowledge of downtown Indianapolis
- Ability to work weekends, if needed

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met to successfully perform the essential functions of the position.

While performing the duties of the job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

A few of our benefits:

- Competitive compensation
- Employer subsidized health, dental, and vision insurance
- Retirement plan including 3% employer match
- Generous PTO and holiday schedule
- Free Pacers Bikeshare membership

Indianapolis Cultural Trail, Inc. is committed to diversity among our staff and is an equal opportunity employer. It is our policy to recruit, hire, train, promote and administer any and all personnel without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, gender identity or expression, physical disability, or any other legally protected basis.

Interested individuals should send a resume to JKingdon@IndyCulturalTrail.org with Horticulture Manager in the subject of the email. Resumes must be received by December 31, 2018.