



## **Nursery Production Manager**

**Department:** Horticulture

**Hours:** Full-Time, Permanent

**Application Deadline:** Applications will be reviewed on a rolling basis until the position is filled

The Nursery Production Manager at Jenkins is responsible for producing a variety of herbaceous and woody plants, with a focus on Ericaceous species and eastern North American natives. Plants grown will either be added to the garden collections or offered for sale in The Garden Shop at Jenkins.

This is a full-time (typically 40 hours per week), non-exempt position. Work is primarily performed in the daytime during weekdays, with some occasional work necessary on weekends for nursery care and evenings for special events. This role supervises one Nursery Assistant, seasonal interns, and a dedicated group of weekly volunteers. The Nursery Production Manager is part of the Horticulture Department and will report to the Director of Horticulture/Curator of Plant Collections.

### **Duties**

Primary responsibilities for this role include:

- Propagation and Production
  - Lead the production and care of plants in the nurseries and greenhouse. This will involve propagation from seeds, cuttings, and division.
  - Organize and manage the greenhouse for efficient, optimal operation for producing healthy and vigorous plant material.
  - Manage propagation and inventory records, prepare orders for supplies needed for production (pots, soil, fertilizer, tags, etc.), and order additional plants to augment the Garden Shop offerings.
- Seasonal Outdoor Garden Shop (mid-April to mid-October)
  - Coordinate with the Horticulture Director/Curator of Plant Collections to determine the species and quantity of plants to be grown or ordered for The Garden Shop sales.
  - Manage a system to price, inventory, and re-stock the plants in The Garden Shop throughout the season.
  - Oversee watering, weeding, and maintenance for plants in The Garden Shop.
  - Ensure proper orientation and educational information is provided for plants in The Garden Shop as part of Jenkins' education mission. This includes writing and printing plant tags, creating informational cards, and maintaining the plant availability list on Jenkins' website.
  - Provide excellent customer service in The Garden Shop during peak shopping periods and events; respond to customer requests/questions by email.
  - Collaborate with the Director of External Relations and Education Manager to promote The Garden Shop.
- Container Nurseries (3 locations)
  - Manage outdoor container nurseries for optimal growing conditions for all plants, aware of diverse watering and fertilizer needs, plus care for pruning, weed and pest control.
  - Sort and organize plants based on type (research, planting, Garden Shop, give-away plants, etc.).
  - Collaborate with Horticulture Director/Curator of Plant Collections to pull plants from the nursery to be accessioned and/or planted in the gardens.
- Volunteer and Staff Management
  - Organize and lead volunteer activities, including setting up and breaking down workstations, monitoring supplies, and keeping volunteers engaged.

- Manage duties of the Nursery Assistant, and coordinate with the entire Horticulture Department opportunities for Apprentices and Interns to assist with nursery and propagation work.
- Prepare and teach onsite workshops for Interns and Apprentices.
- Assist in teaching public programs such as seed or woody-cuttings propagation workshops.
- Completing other duties as assigned related to the needs of the organization.

### **Minimum Requirements & Key Skills**

- Demonstrated experience working in nursery/horticulture environment with an understanding of diverse propagation techniques and growth care for potted plants in a professional setting.
- Experience working with basic landscape tools and equipment.
- Clear and proficient communication, especially describing detailed work procedures to staff and volunteers.
- Organized with excellent attention to detail and follow-through to accomplish measured results.
- Proficiency with basic computer software such as Microsoft Office.
- Work well with others and show courtesy and respect to colleagues and visitors.
- Appreciation and knowledge of native plants and gardening.

### **Working Conditions**

This position requires long days of walking and standing, with frequent bending and stooping. Must be able to lift up to 50 lbs. and work in all kinds of weather conditions.

The physical demands and work environment described here are representative of the conditions that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

### **Compensation and Benefits**

The annual compensation is \$55,000. Jenkins provides competitive benefits for full-time employees including generous PTO, retirement savings plan with 3% employer match, medical and vision insurance, discounts in The Garden Shop, and more.

### **About**

Jenkins is a 48-acre public garden located in Devon, Pennsylvania. Since its inception in 1976, Jenkins has celebrated the wonder of plants and place, serving as a destination for education, conservation, and community connection. Jenkins is open daily and is free of admission. More information about Jenkins can be found at [www.jenkinsarboretum.org](http://www.jenkinsarboretum.org).

### **Application Procedure and Deadline**

Submit cover letter and resume/CV to [employment@jenkinsarboretum.org](mailto:employment@jenkinsarboretum.org). Applications will be reviewed on a rolling basis until the position is filled.