

HORTICULTURIST INTERN

Purpose Statement

The Columbus Museum is a mature, successful art and history museum with an Olmsted historic garden in a growing community in West Central Georgia with many cultural amenities.

The ideal candidate will work as a team member, performing a variety of skilled and semi-skilled landscape tasks to implement the maintenance and planting of natural areas, grounds and garden beds according to plans. This position is non-exempt and will include both weekday and weekend hours.

Hours TBD upon hiring. Must work outdoors in all weather conditions and routinely lift up to 40 pounds. Reports directly to the Deputy Director, Operations.

Essential Functions

- Adheres and promotes the mission, vision and values of The Columbus Museum, Inc.
- Works collaboratively as a department to ensure optimal performance and productivity. Manages and maintains existing gardens and grounds - to include laying mulch, planting, turning over garden beds, weeding, deadheading, tilling, transplanting or dividing perennials, watering, fertilizing, hauling brush, mowing, raking, applying soil amendments, and maintaining a variety of woody and herbaceous plants.
- Helps create a visually pleasing and safe garden year-round.
- Records planting activity to ensure updated and correct plant records.
- Responsible for correctly training on and use of garden equipment. Maintains all garden equipment in exceptional condition to optimize performance/longevity. Reports immediately any broken/unusable equipment.
- Practices and maintains environmentally friendly and sustainable garden practices in all areas. Research best practices when it is unknown, to include evaluating other gardens and organizations.
- Conduct tours, present lectures or write on horticulture topics for outreach use when asked. Looks for opportunities to increase knowledge in horticulture. Networks and maintains connections with other horticulture professionals in the public garden sphere. Attends training sessions, both in person and virtually, to keep current in areas pertaining to the position, as time and funding is available.
- Maneuver in narrow or confined spaces. Must work outdoors in all weather conditions and routinely lift up to 40 pounds. Must be able to bend, squat, lift, push, and pull and move in a variety of positions. Able to walk over varied terrains.

Other Functions

- While main duties include horticulture activities, it is expected that team members work collaboratively to ensure all garden events are adequately supported. This would include setup and tear down of both public and private events, some facility maintenance, and installation of major exhibits.
- Interact with the public to give exceptional visitor experience.
- Attend staff meetings and other staff initiatives.
- Other duties as assigned.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

- Must be majoring in Horticulture or other related degree, and/or proven equivalent experience.
- Public Garden experience preferred, desired and given preference to.
- Must have excellent written and verbal communication skills, excellent interpersonal abilities, demonstrated time management skills, and the ability to deal effectively with the public, to include other staff & volunteers.
- Computer literacy, to include MS Office applications.
- Knowledge of GA cultivated and native plants and their cultivation requirements, or a willingness to learn quickly.
- Operate a variety of mall machinery and power equipment including utility vehicle, pruners, sheers, weed eaters, sprayers, blowers and push and riding mowers.
- Makes decisions and uses sound judgment appropriate for level of responsibility.
- Follows safety guidelines to ensure a safe working environment & consistently demonstrates safe work behaviors.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity in all outdoor weather conditions and in narrow or confined spaces. Generally, the job requires 10% sitting, 45% walking, and 45% standing. This job is performed generally outdoors where the ambient temperature spans 25-100 degrees Fahrenheit.

HOW TO APPLY:

To Apply: Please submit a cover letter or statement of interest, résumé, and three references. Submit by email to

kbeck@columbusmuseum.com. No phone calls please.

Required Testing

None Specified

Certificates & Licenses

2-year Horticulture or other related degree, or proven equivalent experience

Continuing Educ. / Training

As funding permits

Clearances

Criminal Justice Fingerprint/Background Clearance

Salary Grade

\$35,000-45,000 for full time permanent position

\$12-15 per hour for an intern position