



Garden Manager
The Ruth Bancroft Garden
Walnut Creek, CA
www.ruthbancroftgarden.org

The Ruth Bancroft Garden is seeking to fill a newly created Garden Manager position. This is a full-time position at 40 hours per week.

Job Function

The Ruth Bancroft Garden is a nationally significant collection and display of plants from arid regions of the world that Mrs. Bancroft selected for their ability to thrive in her region of California. The garden was developed with the highest caliber of aesthetic, botanical, horticultural, conservation and maintenance standards. The Ruth Bancroft Garden is a preservation project of the Garden Conservancy.

The Garden Manager is responsible for maintaining and developing all aspects of the garden, including daily maintenance as well as renovating garden areas and enhancing overall collections and display. Essential job functions include assessing the quality and condition of beds, developing plans for upgrading the garden, and managing all work that occurs in the garden. The viability of the organization depends largely on the success of the Garden Manager.

This position reports to the Executive Director and communicates regularly with the Garden Curator, Horticultural Advisory Committee and Board of Directors. The management of the garden is guided by a Statement of Design and Horticultural Intent.

Duties and Responsibilities

A. Manage the Garden

The key responsibility of this position is to oversee the management of the garden and to assure quality of aesthetic display, plant vigor and interest. The manager is responsible for assessing the condition of plants and garden features, improving garden management practices and overseeing renovation of garden areas. Parts of the garden are aging and require new soils and plants.

The garden manager will:

1. Assess overall quality of plants and garden display.
2. Develop plans for upgrading plant vigor and design, soils and irrigation system. Develop plans for the renovation of garden areas to be completed during the next 1 – 2 years.
3. Design and install new plantings. Plan and implement extensive renovation of existing plantings and beds including: removal of plants, soil amendment, mounding for drainage and soil aeration, hard pruning, transplanting, installing new plantings, mulching, and creation of landscape features such as dry creek beds.
4. Participate in design of new irrigation system. Ensure quality of installation.
5. Responsible for the acquisition of plants for the garden and renovation projects. Coordinate with the Curator and Horticultural Advisory Committee.
6. Develop management plan according to the principles set forth in the Statement of Intent.
7. Develop a maintenance manual for the property with regular inspection schedules.

B. Maintain the Garden

1. Monitor plant collection for health and vigor. Monitor pest and disease problems and treat as necessary.
2. Perform garden maintenance including weeding, planting, soil preparation, fertilizing, deadheading and removing dead plant material, insect/disease control, pruning, staking, raking, leaf blowing and other clean up tasks.
3. Oversee irrigation system and ensure the garden and greenhouses are being properly watered. Schedule repairs and upgrades as needed.
4. Oversee winter cover installation.
5. Manage emergency situations including extra protection from freezes, damage from fallen limbs, and other problems as they arise.
6. Oversee maintenance and repair of structures, roads and parking facilities, paths, restroom facilities, and garden equipment and supplies.
7. Organize any repair or maintenance that cannot be executed in-house.
8. Purchase materials and supplies for garden.
9. Propagate plants for introduction into the garden.
10. Oversee compost operations.
11. Keep appropriate records.

C. Supervision

1. Train and supervise garden staff, interns and volunteer gardeners.
2. Develop and monitor detailed work plans for gardeners and interns.
3. Collaborate with Volunteer Coordinator to organize volunteer work parties in the garden.
4. Schedule and oversee work performed by contractors and consultants, such as arborists, irrigation specialists, landscape contractors.

D. Support Goals of Ruth Bancroft Garden, Inc.

1. Serve as key staff member on Horticultural Advisory Committee and on other committees as necessary.
2. Report to Board of Directors on bimonthly basis.
3. Work at plant sales and related garden events.
4. Conduct docent training and enrichment sessions, as well as special tours for the public, as needed.

Desirable Qualifications

- Professional public garden management experience.
- Knowledge and interest in the botany and cultivation of arid land plants, including knowledge of plant science, soils, and cultivation requirements of cacti and succulents.
- Degree in horticulture or related field preferred.
- Demonstrated aptitude with garden design and the ability to use cacti and succulents for their aesthetic impact in the garden. Ability to create and maintain finer aspects of garden displays.
- Experience with garden renovation.
- Ability to supervise garden staff and volunteers.
- Good stamina and strength, as this is a physically demanding job requiring work in a variety of weather conditions.
- Sense of purpose and focus on creating work plans and completing tasks in a timely manner with consistent quality.
- The successful candidate will demonstrate strong interpersonal skills and will have the ability to be an inspirational team leader.
- Ability to talk about and share the garden with others.

Compensation

Total compensation is in the mid-thirties, which includes workers compensation, paid holidays, paid vacation, 403(b) retirement plan, and other benefits.

To Apply

Interested applicants should send cover letter, resume, and three professional references to Human Resources by February 25, 2010.

The Ruth Bancroft Garden

Attn: Human Resources

1552 Bancroft Road

Walnut Creek CA 94598

Email: hr@ruthbancroftgarden.org

Fax: (925) 256-1889

No phone calls, please.