

## The Fells Historic Estate and Gardens Landscape Director Job Opening

The Fells Historic Estate and Gardens, a nonprofit organization, has initiated a search to fill the seasonal position of Landscape Director. For the right person, this could be a year around position. The site is located on the eastern shore of Lake Sunapee, facing Mount Sunapee in Newbury, New Hampshire, near Dartmouth College and easy access to I-89. The property is listed on the National Registry of Historic Places and is a preservation project of the Garden Conservancy.

The Fells (a Scottish term for “rocky upland pasture”) is one of the finest examples of an early 20<sup>th</sup> century summer estate in New England. It fulfilled that function for three generations of the Hay Family beginning in 1891. John Milton Hay was Private Secretary to President Abraham Lincoln in the executive office and served as Secretary of State under Presidents William McKinley and Theodore Roosevelt. John Hay held high political positions until his death in 1905. The Fells has 84 conserved acres, which include a late 19<sup>th</sup> century Colonial Revival house, woodland trails, a walled garden with arbors, trellises, flowering trees and shrubs, neoclassical statuary, a rose terrace, 100-foot perennial border, a small apple orchard and a rock garden. Approximately 10,000 people visit annually, attend programs and events and enjoy the serenity of the site. (Website: [www.thefells.org](http://www.thefells.org))

### **Reporting Relationship**

The Landscape Director reports directly to the Executive Director and serves on the Landscape Committee.

### **Principal Accountabilities**

#### Landscape Management:

- Maintain and preserve the landscape, following Mission, Master Plan and professional standards
- Manage acquisition of plants and supplies, which may require driving to nurseries and suppliers
- Recruit and train staff, volunteers and interns as needed
- Supervise Nursery Manager, Landscape Assistant and two interns
- Prepare chores for and supervise garden volunteers (twice a week)
- Supervise the maintenance of water systems, roads, parking lot, equipment and supplies

#### Education/Outreach:

- Teach horticulture classes and/or Landscape Design
- Mentor staff and volunteers in their horticultural and professional development
- Serve as point person for landscape tours, symposia and other programs related to the landscape
- Aid in the cultivation of partnerships with appropriate organizations and individuals

Research:

- Conduct historical research to inform for any further development of the gardens
- Maintain current plant inventory and historical preservation

Competencies/Skills:

- Strong interpersonal and communication skills for working with volunteers, public speaking, educating
- Strong managerial skills to supervise and motivate staff and volunteers and delegate tasks
- Ability to lift 75 pounds preferred
- Ability to operate and maintain power tools and landscape equipment required
- Experience with non-profits preferred

Qualifications:

- Minimum of five years' experience in landscape management experience
- Proven track record of meeting goals
- Knowledge of horticultural principles and practices, especially related to rock, alpine, woodland gardens
- Knowledge of Northern New England native plants
- Knowledge of and experience in horticulture and ecology; knowledge of late 19<sup>th</sup> – early 20<sup>th</sup> Century landscape design and cultural landscape principles preferred
- Degree in appropriate field

Administrative Requirements:

- Developing and maintaining Landscape Department Budget
- Writing skills are necessary to generate reports for the Board of Directors meetings (6 times per year) and articles for the Newsletter (2 times per year)
- Hiring and management of Landscape assistants and two to three interns

**Hours**

Flexible hours, but should be available to work on an average of 32 hours per week, 36 weeks from March to December. Some weekends and evenings will be required. There are also approximately 100 winter hours required to search and interview Interns.

Compensation: Based upon credentials and experience of applicant

Availability: Ideally, the applicant would be available immediately

Applying:

Please respond to:

[jobs@thefells.org](mailto:jobs@thefells.org)

Include cover letter and complete resume

