



LORD & SCHRYVER

C O N S E R V A N C Y

Garden Manager/Curator Job Description

Gaiety Hollow and the Lord & Schryver Conservancy

The Garden Manager/Curator is primarily responsible for managing the restoration and maintenance of the historic gardens at Gaiety Hollow for public enrichment. Gaiety Hollow, located in the heart of a historic district in Salem Oregon, was the home, garden and studio of Lord and Schryver, two notable landscape architects who introduced a new style of gardening to the Pacific Northwest.

Gaiety Hollow, a 0.4 acre garden, is being restored to its 1932 - 1969 period of significance, consistent with the Treatment Plan. The property is owned by the Lord & Schryver Conservancy, a nonprofit organization whose mission is to preserve, interpret and steward the legacy of landscape architects Elizabeth Lord and Edith Schryver.

The Garden Manager is also responsible, to a lesser degree, for the coordination with other entities, for the restoration and maintenance of the Lord & Schryver-designed gardens at neighboring Deepwood, a former residence but now a public park.

The position provides the opportunity to assume a leadership role in restoring the garden while also overseeing its maintenance. The Garden Manager/Curator will represent the garden to the public and support program development enabling Gaiety Hollow to become a cultural and educational center for the community.

Duties and Responsibilities Include:

Note: Percentage of time required for each area may vary by season.

Management of Historic Gardens at Gaiety Hollow (40%)

- Educate, supervise and assist volunteers with basic garden maintenance tasks.
- Implement daily, seasonal and annual work plans per the Treatment Plan, maintenance plan and other documents; identify and prioritize objectives and evaluate results.
- Coordinate with contractors; document informal agreements and changes to work orders.
- Develop and implement an irrigation plan.
- Implement the Treatment Plan for restoration to the period of significance including hardscape, structures and plantings.
- Establish an IPM system, including monitoring and maintaining plant health, treatment and record keeping.

Management of Historic Gardens at Deepwood (20%)

- Develop and implement maintenance plans including hardscape, structures and plantings.
- Educate, supervise and assist volunteers with basic garden maintenance tasks and proper usage of tools.
- Act as an advocate for Lord & Schryver gardens at Deepwood.
- Coordinate with City Parks directors and administrative staff regarding hardscaping, irrigation and other issues as they arise.
- Maintain communication with the Friends of Deepwood Executive Director.
- In partnership with the City and Friends of Deepwood gardeners, and using the Gaiety Hollow Treatment Plan as a model, update and implement the Deepwood Addendum as the first step towards the development of a Deepwood Treatment Plan

Administrative (20%)

- Serve as Chair of the Garden Committee; develop agendas, conduct meetings and provide support materials.
- With input from the Garden Committee, develop and submit to the Board annual garden budgets for Gaiety Hollow and Deepwood; administer as approved.
- Provide information and photos to support marketing and promotional activities.
- Develop weekly list of blooming plants for garden tours.
- Assist with grant applications as relates to required horticultural information.
- Support the Executive Director with volunteer recruitment.
- Attend and make presentations to the Board and other groups as requested.

Curatorial (10%)

- Preserve the historic integrity of Gaiety Hollow site.
- Contribute to the information archives including the image database.
- Maintain a plant record keeping system; inventory garden.

Outreach (10%)

- Participate in select garden events.
- Help develop and conduct educational workshops and programs.
- Conduct garden tours for high profile supporters.
- Support volunteer archivists and docents.
- Cultivate positive relationships with like organizations, e.g., Deepwood and Bush Pasture Park.

Qualifications

Education and experience

- A degree in horticulture, landscape architecture or equivalent.
- Strong plant knowledge and understanding of historic preservation
- Minimum of three years' demonstrable, successful experience managing staff and/or volunteers in a public garden, formal estate garden or similar location.

- Experience with budget development and management.
- Valid driver's license; ability to obtain OR driver's license.
- Familiar with IPM; applicator's license or ability to obtain.

Skills

- Excellent fine gardening, irrigation technology and turf management skills; plant identification and horticultural knowledge; sustainable horticultural practices.
- Knowledge of National Parks Service Cultural Landscape policies and practices is desirable.
- Excellent communication skills; ability to manage diverse people and projects.
- Ability to prioritize tasks and delegate.
- Demonstrated volunteer and staff management experience.
- Ability to work well independently and as a team member.
- Working knowledge of current landscape industry techniques and technology.
- Willingness to work in all weather conditions; ability to lift and carry 40 lbs.
- Up-to-date computer skills including Microsoft Office Suite (Excel, Word, Outlook, PowerPoint) photo management and on-line storage.

Salary

\$48,000-52,000, based on experience.

\$2,000 professional development reimbursement.

\$3,000 health benefits subsidy.

To apply, send a cover letter and a resume to pam@lordschryver.org.

Hiring Timeline

First review of applications will take place on November 30. Notification will be sent by December 15. Application process opened until position filled.