



Position: Garden Manager

Overview

The Lord & Schryver Conservancy is a Salem-based nonprofit, established in 2005, whose mission is to preserve, interpret and steward the legacy of landscape architects Elizabeth Lord and Edith Schryver for public enrichment. In 2015, we purchased Gaiety Hollow, Lord and Schryver's personal home, garden and studio and have restored the garden and developed the site into a cultural/educational center for the community. We are seeking a Garden Manager to restore and maintain the historic gardens at Gaiety Hollow as well as those at Deepwood, a neighboring City Park.

Duties and Responsibilities

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.
- Supervise and support volunteer woodworkers.

Management of Historic Gardens at Deepwood (20%)

- Implement daily, seasonal, and annual garden maintenance per the Addendum and other Conservancy documents. Revise as needed in coordination with the City of Salem Cultural Landscape Management Plan for Deepwood.
- Educate, supervise, and assist volunteers with basic garden maintenance tasks.
- Act as an advocate for Lord & Schryver gardens at Deepwood.
- Coordinate with City Parks administrative staff regarding hardscape, structures, irrigation, and other issues as they arise.
- Maintain communication and coordinate L&S project schedules with the Friends of Deepwood Executive Director.
- Participate as appropriate with City Planning process.

Administrative (20%)

- 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 special projects.
- Attend and make presentations to the Board and other groups as requested.
- Maintain a record keeping system and inventory of plants at Gaiety Hollow and Deepwood.

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's 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 OR driver's license or ability to obtain.
- Valid Oregon Chemical Applicators License with Herbicide and Insecticide/Fungicide endorsements 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.
- Training and/or experience with design principles.
- 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, 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 outlining professional objectives and a resume to: pam@lordschryver.org with the header 'Garden Manager.'

- Submit a cover letter and resume with your chronological work history to pam@lordschryver.org.
- References will be required after the first interview for candidates being further considered.

Application review begins July 15 and will continue until the position is filled.