

# Yew Dell Botanical Gardens Job Description

**Position Title:** Nursery and Greenhouse Manager  
**Reports to:** Director of Horticulture & Facilities  
**Classification:** Full Time, Exempt

**Date:** November 2022

**Position Summary:** The Nursery and Greenhouse Manager will work with the Director of Horticulture and Facilities as well as the horticulture team to help acquire, evaluate and educate the public about superior garden and landscape plants. The Nursery and Greenhouse Manager will assist in leading the organization's production, growing and sales operations. The Nursery and Greenhouse manager will have a unique opportunity to get better plants into the green industry as well as working with a progressive team devoted to improving horticultural products and practices in the region.

## Job Responsibilities:

- Seek out, acquire and grow a diverse slate of plants for display, research and sales
- Develop and follow effective production schedules and protocols to insure production of the highest quality plants in a timely, cost effective and sustainable manner
- Monitor and effectively control insect and disease pressure with an IPM program consisting of beneficial insects, fungi, bacteria and appropriate cultural controls
- Maintain an accurate inventory of plant material on a POS system and coordinate inventory management to support both sales and display garden planting
- Manage all of Yew Dell's plant sales, orders, pickup and delivery
- Work with Yew Dell's gardens and arboretum manager to coordinate propagation and maintenance of Yew Dell's permanent and seasonal collections
- Manage the nursery and green house budget
- Supervise part time, seasonal, intern and apprentice staff as necessary
- Work with volunteers to accomplish goals in the nursery and gardens
- Actively engage in committees with staff, board members and volunteers to effectively complete projects, events, and fundraising efforts
- Provide occasional garden tours, lectures, classes and workshops
- Interact with and help visitors to the gardens find or deepen their passion for plants and gardening
- Teach workshops, present lectures, and contribute articles used to help educate the Yew Dell community
- Actively network with other professionals around the country and internationally to elevate the position and visibility of Yew Dell Botanical Gardens.
- Other duties as assigned

## Qualifications/Requirements:

- A two or four-year degree in horticulture or related field preferred or at least three years of experience in greenhouse and or nursery production
- A passion for new plants and gardening and for sharing that passion
- Working knowledge of nursery, greenhouse, irrigation structures and equipment and their operation
- Experience in the operation of typical equipment including handheld power equipment, tractors and UTV's
- Efficient and productive work style to allow maximum efficient use of limited resources
- Ability to work in a team collaborative organization with a desire to grow professionally and to help fellow team members do the same
- Openness to and enthusiasm for learning new techniques, products and approaches
- Ability to work well with other Yew Dell staff, board, committee members and volunteers
- Ability to effectively supervise volunteers, interns and seasonal gardeners
- Ability to lift a minimum of 50 lbs
- Ability to acquire a pesticide applicators license
- Valid Kentucky driver's license or the ability to obtain one
- Excellent computer skills and e-commerce experience a plus
- Must be willing to work non-standard hours as needed and work with team members to cover all required tasks throughout the production year
- Must have transportation to attend meetings and various functions as required

To apply send your resume to:  
Yew Dell Botanical Gardens  
6220 Old LaGrange Road  
Crestwood, KY 40014  
Or email to:

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



YEW DELL BOTANICAL GARDENS™