



Garden & Horticulture Manager

POSITION DESCRIPTION & BACKGROUND

The Garden & Horticulture Manager is a full-time, salaried position responsible for maintaining, cultivating, and curating the 5-acre historic Ferrell Gardens at Hills & Dales Estate. This position will lead and work with a team of four gardeners, and will also work closely with the landscape maintenance staff who care for the surrounding historic landscapes. The position is responsible for all aspects of horticulture at the estate, working to maintain the property to the highest possible standards. Inspired by the 180-year history of the garden, this position will provide oversight of the garden with sensitivity to the legacies of Sarah Ferrell, Ida C. Callaway, and Alice H. Callaway.

Hills & Dales Estate is the historic home and garden of textile magnate Fuller E. Callaway and is one of Georgia's premier house and garden museums. The estate features the historic Ferrell Gardens (circa 1841), which contain extensive boxwood plantings, fountains, an herb garden, and greenhouse. The centerpiece of the estate is a 1916 Italian villa designed by the noted architects Hentz & Reid. The 35-acre property is located in LaGrange, Georgia, one hour south of Atlanta. It is operated by Fuller E. Callaway Foundation, which seeks to preserve and share the home and garden for the instruction and enjoyment of the public through careful stewardship and engaging programs.

RESPONSIBILITIES

Horticultural Care

- Work with garden staff to maintain the historic trees, shrubs, and herbaceous plantings. Plan and implement all seasonal plantings with sensitivity to the historic nature of the gardens and, when possible, with plant varieties that were historically grown at the estate.
- Routinely evaluate the quality of horticultural care and work to enhance the quality of presentation. Manage integrated pest management program including the control of boxwood blight, false oleander scale, and ambrosia twig borer.
- Oversee garden improvement projects and provide horticultural guidance for the care of outlying historic landscapes. Ensure that any changes and additions to the landscape advance the mission of the garden. Work with garden staff to document plantings to ensure the historical integrity of the landscape is preserved.
- Provide guidance and assistance in regards to the care of the historic greenhouse. Grow flowers for the creation of floral arrangements in the Callaway home and assist the floral designer as needed.

Management

- Lead, direct, and support four full-time gardeners, one part-time employee, and one seasonal intern. Conduct meetings with each staff member to plan out annual goals and provide guidance and encouragement to achieve success. Conduct semi-annual evaluations to help team members reach their full potential.

- Create a positive work culture that fosters teamwork, open communication, accomplishment of goals, and a safe work environment. Conduct monthly team meetings to keep staff members well informed. Create an expanded garden volunteer program.
- Provide support for and periodically serve as manager on duty during special events at the estate.

Education & Programming

- Conduct educational garden tours as required. Keep garden tour manual up to date and offer periodic training for staff and volunteers. Work with staff to enhance plant labeling, expand garden interpretation, and grow garden-related educational offerings.
- Work with Program Coordinator and garden staff to create, plan, and teach garden workshops. Make presentations to garden clubs and other interested groups when required. Prepare garden related articles for *The Portico* newsletter, the website, and other outside publications.
- Procure materials and provide direction for seasonal decorating, primarily the annual Christmas decorating program and moderate exterior embellishments for Halloween.
- Provide innovative ideas to extend the mission of the garden. Lead and guide our historic plant sales program. Build and grow relationships with other historic gardens and horticultural professionals.

Administration & Budget

- Actively participate as a part of leadership team to create estate programs and offerings that will increase visitation and enhance the quality of the estate. Serve as a member of the Hills & Dales Advisory Group and work actively with that group to elevate the quality of the visitor experience.
- Oversee all garden expenditures including purchasing plants and supplies for the garden. Work within approved the budget.

WORK HOURS & SUPERVISION

This position will work a Monday through Friday schedule with rotating weekend duty shared with other horticultural staff. Work hours vary seasonally. Periodically work weekends for educational programs, special events, or as needed to ensure the garden is kept to the highest possible standards. The Garden & Horticulture Manager reports to the Executive Director and works closely with other managers, including the Building Maintenance & Landscape Manager.

REQUIREMENTS

Bachelor's degree in Horticulture, Landscape Architecture, or related field, and 3 years of experience. Prefer candidates who have experience in a historic or public garden and a demonstrated interest in historic gardening. The individual must have strong, hands-on management skills and be knowledgeable in all aspects of ornamental horticulture. Candidates should be passionate about gardening, enjoy working in a team atmosphere, and have excellent communication skills, including writing. The individual should have, or obtain, a Georgia Pesticide Applicators License and be proficient with Microsoft Office Suite. Competitive compensation and full benefits will be commensurate with education and experience. Relocation assistance provided.

TO APPLY

Send cover letter, resume, and contact information of three professional references to Carleton Wood at cwood@hillsanddales.org. The position will be opened until filled. For more information about the estate, visit www.hillsanddales.org. Hills & Dales Estate, a historic property of Fuller E. Callaway Foundation is an Equal Opportunity Employer.