Curator of Horticulture

**JOB TITLE:** Curator of Horticulture  
**REPORTS TO:** VP of Operations  
**POSITION STATUS:** Full-Time, Exempt  
**COMPENSATION:** $63,000-$65,000 per year DOE

**POSITION SCOPE**

The Curator of Horticulture is responsible for the direct management and development of the physical gardens including horticulture, collections management, landscape design, fish program, and Garden maintenance and appearance aligning with a traditional Chinese Garden. This position sets a vision for future growth and development, implements new initiatives, develops action plans with timelines, procedures, and schedules to improve the garden’s plant collection while honoring the cultural history of these elements. The position is also responsible for developing regular horticultural programs and educational materials. The Director has and will continually develop strong partnerships with local horticultural societies, regional horticultural experts, City Parks departments, nurseries, media, and individual donors.

**PRIMARY RESPONSIBILITIES**

**Leadership**

- Supervise, train, and motivate a team of employees and volunteers  
- Develop annual plan and both short and long-range goals  
- Manage annual budget  
- Coordinate staffing and operational activities for physical plant maintenance and project management  
- Coordinate and lead regular meetings of the Aesthetics committee in partnership with the VP of Operations  
- Work with other senior staff on organizational wide initiatives  
- Work with local media to promote the garden’s unique plant collection and horticultural programs  
- Invest in development of team through formalized developmental planning
Continuous learner in regard to Culture/Aesthetics and promoting understanding within garden and community

**Horticulture**

- Provide vision for, and manage implementation of the Garden’s Landscape Master Plan
- Lead planning for short- and long-term development of the living collections, including acquisition of new materials and collection maintenance with emphasis on plants relevant to Chinese culture
- Manage a comprehensive pest management program and nutrient management program that is consistent with non-chemical controls
- Collaborate with the Education Department to support curricula development, programming and interpretation surrounding the horticultural use of plants relevant to Chinese culture
- Create and update seasonal plant guides, master species lists and interpretive signage
- Oversee horticulture programs in the garden including the Chinese Floral Arts program

**Partnerships**

- Oversee koi and/or goldfish program and consult with external consultants to ensure health of population
- Partnering with Facilities
- Identify repair issues and share with appropriate partners
- Work with Culture and Community Engagement department in execution of garden events

**REQUIRED QUALIFICATIONS**

- Degree in horticulture or related field preferred
- Previous experience working with botanical or public garden preferred
- Minimum 3 years supervisory experience of multiple direct reports both at the staff and management level
- General knowledge of plant taxonomy, plant propagation, and horticulture
- Knowledge of Chinese flora and traditional garden elements highly desirable
- Familiar with the operational characteristics, services, and activities of horticulture and infrastructure maintenance
- Excellent organizational and time management skills including the ability to prioritize and delegate
- Excellent communication and interpersonal skills
- Willing to develop professionally and personally through organizational training and management development opportunities
• Knowledge of Chinese culture and language highly desired or willingness to learn
• Proficiency in Microsoft Office Suite and general technological capability

Other requirements of this position:

• Must be able to sit or stand for extended periods in a variety of environmental conditions
• Must be able to regularly lift up to 40lbs, climb a latter and use basic tools, such as hammers, screwdrivers, pruning equipment, etc.
• Time will be spent between both casual office and the outdoor garden facilities; both climate and non-climate controlled
• This position is exempt and will require holiday, evening, and weekend work on an occasional basis

Lan Su encourages and seeks out candidates of diverse background and experience.

TO APPLY

Please submit a cover letter, resume, and three (3) references via email to lansuhr@lansugarden.org. Please also direct any questions regarding this job opening to lansuhr@lansugarden.org. Phone calls regarding this position will not be accepted at this time.

Lan Su Chinese Garden is committed to maintaining an environment where employees contribute to the organization’s achievement, take pride in the results of their work, are appreciated as individuals, and are encouraged to develop to their fullest extent. Lan Su is an Equal Opportunity Employer. It is our policy that employees will not be discriminated against in the terms and conditions of employment because of race, color, religion, sex, national origin, age, marital status, sexual orientation, disability, or any other classification protected by law.