

JOB TITLE: Horticulture Manager

REPORTS TO: Curator of Horticulture

STATUS: Full-Time, Fully Benefited, Exempt, On-Site

Schedule: 40 hours per week, Sunday–Thursday, with flexibility to adjust schedule to meet operational and staffing needs.

LOCATION: Portland, Oregon

COMPENSATION: \$50,000 - \$53,000 per year (*Depending on experience*)

Lan Su Chinese Garden's mission is to cultivate an oasis of tranquil beauty and harmony to inspire, engage and educate our global community in the appreciation of a richly authentic Chinese culture.

About Lan Su Chinese Garden: Lan Su Chinese Garden is one of Portland's greatest treasures and most interesting sites to see in Portland. A result of a collaboration between the cities of Portland and Suzhou, our sister city in China's Jiangsu province that is famous for its beautiful Ming dynasty gardens, Lan Su was built by Chinese artisans from Suzhou and is one the most authentic Chinese gardens outside of China.

Lan Su may have the purposeful career you have been wanting to grow with this position

scope: The Horticulture Manager oversees the daily maintenance, stewardship, and presentation of Lan Su's living collections and landscape. Working in close partnership with the Curator of Horticulture, this position leads the horticulture team in implementing the Garden's horticultural vision while ensuring the Garden is maintained to the highest standards of horticultural excellence, cultural authenticity, safety, and visitor experience.

RESPONSIBILITIES:

Team Management

- Supervise, mentor, and develop the horticulture staff through coaching, scheduling, and performance management.
- Train, support, and provide meaningful work experiences for horticulture volunteers.
- Lead daily horticultural work planning, scheduling, and project implementation to ensure efficient execution of departmental priorities.
- Partner with the Curator of Horticulture to prioritize projects, allocate resources, and implement the Garden Landscape Master Plan and horticultural initiatives.
- Monitor project progress, communicate operational needs, and recommend solutions to support departmental goals.
- Maintain written standard operating procedures (SOPs) and promote safe, efficient, and consistent horticultural practices.

Garden Stewardship & Maintenance

- Oversee the daily care, presentation, and maintenance of Lan Su's living collections, gardens, greenhouse, and exterior landscape beds, ensuring the Garden is healthy, visually exceptional, and culturally authentic.

- Implement seasonal planting plans, landscape improvements, and collection installations developed by the Curator of Horticulture, and lead the care, styling, presentation, and stewardship of penjing, huayi displays, and other horticultural collections.
- Lead comprehensive Integrated Pest Management (IPM) and nutrient management programs that emphasize environmentally responsible and non-chemical control methods.
- Co-manage the koi and goldfish program with the Facilities team and external aquatic consultants to ensure the long-term health and sustainability of the fish population.

QUALIFICATIONS:

- Degree in horticulture, plant science, botany, landscape management, or a related field preferred; equivalent professional experience considered.
- Minimum three years of horticultural experience, including at least two years in a supervisory or team leadership role.
- Demonstrated proficiency in pruning, plant care, irrigation, seasonal horticultural maintenance, and landscape stewardship.
- Working knowledge of Integrated Pest Management (IPM), nutrient management, and environmentally responsible horticultural practices.
- Experience with greenhouse operations, Chinese penjing or Japanese bonsai, botanical garden collections, or public gardens preferred.
- Experience safely operating horticultural equipment, hand tools, power equipment, and Garden vehicles; valid driver's license required.
- Commitment to safe work practices and the ability to train and lead staff in safe horticultural operations.
- Ability to lift and carry up to 50 pounds, safely work from ladders, and perform physically demanding horticultural work in varying weather conditions.
- Strong organizational, communication, and problem-solving skills, with the ability to adapt to changing priorities and collaborate effectively across departments.
- Knowledge of Chinese gardens, Chinese horticulture, or Chinese culture is highly desirable; willingness to develop expertise is expected.
- Availability and flexibility to work additional evening and weekend hours on occasion, as needed, to meet the operational demands of garden activities and weather-related conditions.

For your personal well-being, the Garden offers: (Full-time, fully benefited positions)

- Beautiful Garden environment with areas to walk and enjoy an oasis of tranquil beauty.
- Employer Paid Health and Dental Insurance for employee only coverage.
- Employer-paid Group Life/ADD and short-term disability insurance.
- Vacation time accrual
- Sick time accrual
- One (1) Personal Floating Holiday per year
- Holiday pay or accrual of floating holiday if you are scheduled to work on a Lan Su recognized paid holiday.
- Garden Shop & Teahouse Discount
- 401K Participation and Employer match

- Complimentary Family & Friends Membership to Lan Su Chinese Garden
- Complimentary gym access to the workout facility in the administrative office building
- Complimentary access to reciprocal venues throughout Portland

TO APPLY

We look forward to hearing from you, just follow these few steps to send your information to us: Please submit a cover letter, resume and three references. E-mail the application to lansuhr@lansugarden.org. In the email subject line, please put "Horticulture Manager". 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 maintain 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.