

## **Garden Position**

### **Greenhouse and Cutting Garden Manager**

#### **Full time, salaried**

Reports to: Director of Horticulture

Schedule: Monday through Friday with weekend water rotation and special events required.

#### **General summary:**

The Greenhouse and Cutting Garden Manager is responsible for the greenhouses, potting hub, cutting garden, and selected outdoor display areas; growing crops for floral arrangements and seasonal displays.

#### **Job duties and responsibilities:**

- Plan, select, and order crops suitable for use in floral arrangements, the cutting garden, and seasonal displays. Research new introductions and expand crop selections.
- Manage daily operation of greenhouses and potting hub; maintain quality of growing crops with appropriate watering, fertilizing, and spraying schedules; maintain greenhouses in proper working condition by scheduling cleaning of filters, evaporative cooler and other greenhouse equipment.
- Install and maintain cutting garden with varying seasonal tasks including amending soil, planting, fertilizing, spraying, watering, weeding, staking, and signage.
- Monitor for pests and diseases, applying appropriate chemicals, using IPM to control insects and diseases on greenhouse and cutting garden crops in compliance with Dixon chemical policies.
- Obtain and/or maintain chemical certification.
- Responsible for chemical and greenhouse supplies inventories and maintaining application logs.
- Develop, implement, and present garden education programs; prepare articles for publication.
- Maintain detailed crop/greenhouse records and work schedules.
- Attend pertinent horticultural/greenhouse educational seminars and events.
- Cut, condition, and prep flowers and woody stems for indoor floral arrangements.
- Install and maintain plants within the Gallery.
- Grow indoor cut flower crops Nov-Mar for stems.
- Grow woody & herbaceous plants from cuttings & seeds for grounds and plant sale
- Develop & maintain small rose garden within Memphis Garden Club cutting garden.
- Work with weekly volunteers and the Memphis Garden Club.

#### **Qualifications:**

- Bachelor of Science in horticulture, floriculture, or related field with minimum one year experience as a grower in a greenhouse environment.
- Knowledge of selected annual, biennial and perennial plants that grow in the Mid-South region.
- Experience in plant propagation from seed and cuttings
- Tennessee Department of Agriculture, Level 3 Commercial Pesticide Applicator Certification or ability to obtain within six months of hiring.

Please send cover letter and resume to Gail Hopper, Controller at [ghopper@dixon.org](mailto:ghopper@dixon.org) by December 15, 2023.