



## Greenhouse Propagator

**Department:** Horticulture

**Supervisor:** Director of Horticulture

**Supervises:** Volunteers, Gardeners, Conservation or Horticulture Intern(s)

**FLSA Salary Classification:** Full-Time

**Availability:** Ability to work a flexible schedule, occasional extended work hours, including evenings, weekends and holidays.

**General Summary:** Coordinate the propagation of plants for conservation, collections, fundraisers and education programs to align with Huntsville Botanical Garden mission, conservation and sustainability initiatives. Manage operations, staff and volunteers involved with propagation, conservation growing in greenhouse and nursery area.

### Essential Duties:

- Collaborate closely with the Director of Horticulture to support HBG mission, horticultural operations, sustainability initiatives and plant production for collections or fundraisers.
- Collaborate closely with the Director of Plant Conservation and Curation to support plant conservation initiatives, documentation, collections curation, propagation or care of protected plants.
- Grow herbaceous, woody, and aquatic plants for conservation initiatives, garden collections and display, and source and produce a variety of commercially unavailable native plants for fundraisers and restoration projects. Plan, direct, and implement germination studies, propagation protocols, ex situ collections documentation, and disease and pest diagnosis of plants in the greenhouse and nursery space.
- Collaborate on strategic planning to improve the quality and variety of plants grown and sold at Huntsville Botanical Garden. Identify trends and forecast future space and resources for plant production and research needs.
- Lead the selection of plants, and monitor their quality, for new and renovated horticultural displays. Coordinate and communicate with the curatorial and horticulture team the exchange or acquisition of plants, including selecting and tagging of plants at commercial nurseries, approving purchases, requesting propagation of plants, tissue culture orders and exchanging plants with other institutions.
- Manage the daily operations of and maintain nursery and greenhouse areas including heating, cooling, irrigation and structural maintenance. Assist Facilities with planning repairs related to greenhouse structures.
- Monitor growing conditions and oversee changes in humidity, moisture and temperature and cultivation procedures to ensure conformance with quality control standards.



- Calculate and record amounts, proportions, percentages and volume in relation to the application of fertilizers, chemicals and water using the principles of algebra and geometry for application of such procedures and to assist with budget development.
- Supervise grant-funded staff, as well as volunteers and student interns as needed. Train and lead volunteers and staff in cultural practices of growing plants, conservation practices, record keeping, and pesticide safety and maintenance of records as required by Federal and State regulations.
- Oversee activities that use the nursery collections for education, research or conservation and ensure that usage is properly documented for fundraising and development purposes.
- Provide support for cooperative research projects involving researchers inside and outside of the Garden.
- Assist with grant-funded proposals in support of research, collections management and development, collaborations with colleagues, outreach activities, participation in professional meetings. Disseminates the results of projects through written reports, professional meetings, and other venues.
- Interfaces with other conservation organizations and agencies to strengthen a statewide conservation network.
- Determine priorities for the care and management of plants. Recommend procedures that will improve sustainable practices.
- Identify, define and solve problems, collect data, establish facts, and draw valid conclusions necessary to identify a wide variety of conditions such as plant diseases, existence of insects, etc.
- Maintain comprehensive records of essential growing procedures and techniques, attributes and results. Develop growing procedures and cultivation techniques for target species on which there is little available information.
- Maintains inventory of needed growing supplies such as pots, soil, fertilizers, pesticides, herbicides and fungicides for the horticulture department. Order supplies and materials following budget and billing procedure.
- Effectively present information and respond to questions from management and from employees related to growing practices, plant material, and greenhouse operations.
- Other job duties as assigned.

**Qualifications:** Master's degree in conservation horticulture or related field required **OR** BS in conservation horticulture or related field AND 2+ years of previous experience in plant propagation and research or data analysis. Supervisory experience and demonstrated ability, experience conducting and publishing original research preferred. Training and/or experience collecting and analyzing biological data required. Knowledge of basic plant culture and disease/insect pest diagnostics under northern Alabama conditions required. Ability to identify major plant genera and species of Southeastern North America and familiarity with the names and characteristics of a wide range of cultivated, ornamental and native plants. Practical



experience with safely operating job-related equipment and tools, including their care and maintenance. Must possess a valid driver's license, which is subject to insurability and an annual Motor Vehicle Record (MVR) report. Proficiency with Microsoft Office Suite, with emphasis on Word and spreadsheets. Must have or be able to obtain a Pesticide Applicators License within 6 months of hire.

**Success Factors:** Exemplifies core values. Possesses leadership and interpersonal skills, including thoughtful, excellent written and verbal communication skills. Ability to identify issues, and consider multiple solutions, with emphasis on collaborative decision making with the team and garden colleagues. High standards for planful visual garden display, interest in cultivated and native plants with focus on integration of sustainable practices. Enthusiastic learner who has a strong attention to esthetics detail. Creative, innovative approach to garden development, interpretation, and use. Strong ability to thoughtfully communicate through visual plans and narrative. Aptitude for translating strategy and plans into budgets and narrative. Ability to organize and delegate work, create schedules, and problem solve. Strong decision-making skills and the ability to prioritize work and projects. Physical ability to routinely survey assigned gardens and landscapes.

**Physical Demands and Work Environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- **Physical Demands:** Requires significant physical activity: limited lifting (up to 100 lbs. assisted) carrying (up to 30-50 lbs.), significant amount of walking over varied terrain, and traveling by vehicles. Some travel required. Sense of vision in the normal range with or without correction. Sense of touch and the ability to wear Personal Protective Equipment required.
- **Work Environment:** Work is primarily performed in greenhouses, cold frames, indoors and outdoors, in all weather conditions.
- **Equipment:** Horticultural hand and power tools, landscape equipment, pesticides and related application equipment, irrigation controller, front-end loader, tractor, wheelbarrow, utility vehicle, Garden pick-up truck, van, Cushman cart, two-way radio and general office equipment.

*Job descriptions are guidelines that attempt to characterize major duties and responsibilities of employees, and are subject to change as needs and programs change. At Huntsville Botanical Garden they are considered neither inclusive nor exclusive. It is expected that up to 20% of your duties may change annually*