

## **AGECROFT HALL AND GARDENS EMPLOYMENT ANNOUNCEMENT**

Agecroft Hall & Gardens is a 23-acre estate featuring a Tudor house originally built c. 1500 in England and transported to Richmond in the 1920s. Now a museum, the house is open to the public six days a week. For more information, go to [www.AgecroftHall.org](http://www.AgecroftHall.org).

**Position Title:** Horticulture and Maintenance Assistant

**Reports To:** Head of Horticulture and Maintenance

**Job Summary:** Responsible for the care and maintenance of the turf, trees, shrubs and flowers of the public garden. Maintains upkeep of parking areas, sidewalks and other public areas. Performs routine maintenance on the historic house and coordinates service with contractors as necessary.

### **Principal Duties and Responsibilities:**

- Participates in the cultivation and care of all turf, trees, shrubs and flowers as directed, including mowing, raking, edging, pruning, mulching, and weeding.
- Responsible for the maintenance of the museum, office areas and other structures as directed and schedules routine maintenance with contractors. Monitors environmental conditions for the Museum. Reports issues to Head of Horticulture and Maintenance.
- Works on garden projects as directed by Head of Horticulture and Maintenance.
- Assists with set up and clean up for Special Events and other activities when requested.
- Participates in snow removal as required for keeping grounds safe for staff and visitors
- Attends related meetings and professional classes to maintain mandatory certifications and to upgrade skills and knowledge.
- Performs routine machine maintenance.
- Performs other duties not listed as needed.

**Job Specifications:** A.S. degree in Horticulture or technical training or work experience. Mechanical aptitude and strong work ethic. Good oral communication and interpersonal skills. Ability to work well on a team as well as independently. Work experience with museums or public gardens a plus. Greenhouse experience a plus.

**Working Conditions:** Exposed to all weather conditions. Stooping, kneeling, bending and lifting up to 50 lbs. required. Ability to use landscaping equipment required. Some evening, weekend and holiday work required.

This is a full-time position with excellent benefits including health/vision/dental insurance, short and long term disability insurance, life insurance, and generous retirement contributions. PTO + 13 holidays. Salary commensurate with experience.

**How to apply:** Please send a cover letter and resume to Ms. Emily Cunningham, at [ecunningham@agecrofthall.com](mailto:ecunningham@agecrofthall.com). Agecroft Hall & Gardens is an equal opportunity employer.