

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 1925. Now a museum, the house highlights daily life in a 16th century English manor house. A variety of gardens designed by Charles Gillette surround the house and feature traditional English elements and plants. Agecroft is open to the public six days a week and hosts the Richmond Shakespeare Festival in the summer. For more information on Agecroft Hall, go to www.agecrofthall.org.

Position Title: Head of Horticulture & Maintenance

Reports to: Executive Director

Job Summary: Responsible for the planning, development and upkeep of the property, including the historic structure of Agecroft, the surrounding grounds, trail system and gardens, and support buildings. Knowledgeable and capable in all areas of horticulture and historic building maintenance. Ability to plan, prioritize projects and lead a team. Supervises all outdoor staff and the Maintenance Assistant as well as contractors. Responsible for string trimming, watering, planting, mowing, pruning and all aspects of running a public garden.

Principal Duties and Responsibilities:

1. Develops and implements a plan for Agecroft Hall's horticultural landscape by applying knowledge of appropriate garden techniques, researching, designing and documenting plant material. Orders plants, shrubs, trees and directs their planting and maintenance. Appropriate historical perspective is important.
2. Supervises and plans the timing and growth of crops and existing plantings. Directs the application of appropriate pesticides and fertilizers. Responsible for the upkeep and good culture of all floral displays. Maintains accurate records and prepares concise reports when necessary.
3. Oversees the maintenance of all buildings – especially the historic Agecroft Hall with such things as painting, carpentry, plumbing, electrical and HVAC. Supervises the part-time Maintenance Assistant. Must have in-depth knowledge of basic carpentry, painting and masonry. Coordinates all scheduled maintenance with the staff and with the Executive Director. Responsible for budgeting for historic house maintenance.
4. Plans, directs and supervises all outdoor staff activities, including full-time/part-time employees and volunteers to ensure the facility's continued operation in all weather conditions. Determines priorities and organizes work schedules for the team. Promotes and enforces safe work practices. This is a hands-on position. Works directly with horticulture team in all aspects of the care of the garden. This includes mowing, string trimming, spraying herbicides and pesticides, planting, watering, edging.
5. Confers with Curator of Education and the Manager of Tour Services in preparing and training for outdoor interpretation and garden programs. Prepares one educational program annually relating to horticulture.

6. Attends related meetings and events in order to upgrade skills and information. Maintains critical certifications. Coordinates the training and supervision of garden employees and, on occasion, volunteers.
7. Participates in special events as required. This includes but is not limited to 6 weekend events per year and several evening events.

Job Requirements: AS degree in Horticulture (preferred) and several years of work experience in a public garden with a record of progressive responsibility. Additional certifications a plus. Enthusiasm for historic horticulture and historic homes. Ability to communicate effectively both orally and in writing. Ability to establish and maintain positive work relationships with colleagues. Ability to obtain a Virginia Pesticide Applicator License. Possess basic computer skills and basic mechanical aptitude. A valid Virginia driver's license is required. Experience with project management. Sense of humor. Must pass a background check.

Working Conditions: Exposed to all weather conditions. Must be able to stoop, bend and lift 50 lbs. Required to perform emergency maintenance for property during issues with plumbing, security and fire alarm systems and extreme weather.

This is a full-time position with excellent benefits. Please send a cover letter and resume to Ms. Emily Cunningham at ecunningham@agecrofthall.com. Agecroft Hall & Gardens is an equal opportunity employer.