

Olbrich Botanical Society

Job Title: Conservatory/Greenhouse Assistant

Reports to: Olbrich Botanical Gardens Conservatory Curator

Employee Status: Flexible Part-Time (19 hours/week)

Application Deadline: September 17, 2021

Job Purpose:

This individual will assist the Conservatory Curator, Production Horticulturist, and Conservatory Orchid Horticulturist in the maintenance and care of the Bolz Conservatory, production greenhouses, rotating exhibits and events, as well as weekend maintenance. The Bolz Conservatory is home to our tropical and orchid collections and is approximately 10,000 sq. ft. with a 25' rushing waterfall and free-flying canopy and ground birds. The conservatory team also manages an 11,000 sq. ft. greenhouse space, which consists of 4,900 sq. ft. for annual and perennial crop production, 600 sq. ft. for cool orchids, 1,850 sq. ft. for intermediate orchids, and 2,450 sq. ft. for tropical plants.

Essential Duties and Responsibilities:

- Assist in routine upkeep of greenhouse controls and systems, as well as plant watering, and maintenance.
- Assist in the planning and operations of special exhibits and programs.
- Because Conservatory/Greenhouse staff maintain the plants 365 days a year, the individual in this position will be required to work one weekend day a week as well as occasional holidays.
- Serve as a lead worker for interns, and volunteers, along with the Conservatory Curator, Production Horticulturist, Conservatory Orchid Horticulturist, and other Conservatory/Greenhouse Assistant.
- Collaborate across all OBG departments with co-workers at all levels and interact with the public and media in a courteous and professional manner.
- Receive Pesticide Applicators License within 90 days of hire.
- Additional duties as assigned.

Primary Qualifications:

- Basic knowledge of tropical plants and greenhouse management practices and procedures.
- Basic knowledge of floriculture crop production.
- Working knowledge of tools and equipment used in the greenhouse/landscape industry.
- Ability to learn and care for the wildlife populations in the Bolz Conservatory
- Ability to learn greenhouse environmental control systems.
- Ability to operate and perform basic maintenance and adjustments on equipment used at Olbrich Gardens.
- Skilled in computer software including basic word processing, email, Excel spreadsheets and Access databases.
- Ability to work independently and work as a team member.
- Ability to communicate effectively both orally and in writing.

Preferred Qualifications:

- Working understanding of neo-tropical plants and orchid species including best practices for propagation and cultivation.
- Working understanding of floriculture crop production.
- Ability to identify pests and diseases in a conservatory and greenhouse setting.
- Creativity in regards to show/exhibit design.
- Plant identification and record verification. Prior use of a Plant Records Database.
- Experience in maintaining a mature garden landscape, including tasks like plant grooming and pruning.

Education and Experience:

The ideal candidate would be working towards/obtained a degree in horticulture or a related field AND/OR

Have at least 2-3 years' experience working in the landscape industry, preferably in a greenhouse setting

Physical requirements and Working Conditions:

Employees must be able to lift up to 50 pounds. Employees are expected to work in hot, humid conditions, at heights, and must be able to perform heavy manual and semi-skilled tasks relating to the propagation of plants and the operation of greenhouses and a conservatory for an extended period. Ability to work on one's feet for extended periods of time.

Supervision received (level and type):

This position receives first line supervision from the Conservatory Curator. The candidate will also receive general direction from the Conservatory/Greenhouse Horticulturists.

Compensation, Work Schedule and Benefits:

\$19.46/hour. The schedule for this position is Thursday through Saturday, working an average of 6 to 7 hours per shift. Although it is anticipated that the individual in this position will work an average of 19 hours per week, there may be weeks – especially during spring production – that more hours will be available, and weeks – during late fall that hours may be reduced. There are no health, retirement, or paid time off benefits associated with this position.

An Inclusive Garden and Workplace:

Olbrich Botanical Gardens aspires to be a destination where all visitors, volunteers, and staff are valued and feel they belong. With conscious intent and continuous learning, Olbrich Botanical Gardens' staff, volunteers, and board will address barriers to inclusion through education, operational changes, and partnerships with the community.

Public/Private Partnership

Olbrich Botanical Gardens is operated through a public/private partnership between the City of Madison Parks Division and the non-profit Olbrich Botanical Society. The Conservatory/Greenhouse Assistant is employed by the Olbrich Botanical Society, which provides approximately half of the Gardens' staff and operating budget.

To apply, please submit a completed [application form](#), resume, and cover letter by email to:

Colten Blackburn, Conservatory Curator, CBlackburn@cityofmadison.com