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## Esplanade Association

**Job Title:** Horticulture Manager  
**Position Status:** Full-time, exempt  
**Reports to:** Director of Park Operations

### Position Description:

The Esplanade Association is seeking an experienced Horticulture Manager to provide direct oversight of the horticulture staff and lead the day-to-day horticultural, maintenance, and volunteer activities in the Park. The Horticulture Manager will bring strategy, vision and effective communication to the implementation of EA's Horticulture Program, working collaboratively with EA's senior leadership team, and the Department of Conservation and Recreation, in carrying out the organization's annual and long-term goals.

### About the Esplanade Association ([www.esplanade.org](http://www.esplanade.org)):

The Esplanade Association (EA) is an 18-year-old non-profit dedicated to revitalizing, enhancing, programming, and maintaining the historic Charles River Esplanade in downtown Boston. The Esplanade is a 64-acre park revered for its natural beauty, riverfront access, miles of populated running trails, and thoughtful programming. Last year, the Esplanade Association launched a Tree Care Management and Succession Plan, helped bring a beer garden to the park, produced dozens of high quality events, and much more. It's an exciting time to join a growing team at a small, visible, and successful non-profit!

### Responsibilities:

- Direct and oversee Esplanade Association's horticultural activities, including:
  - Design, plant selection, installation, monitoring, and maintenance of garden, shrub, and herbaceous collections;
  - Irrigating plantings and maintaining irrigation systems, including timers, sprinkler heads, main lines, audits, clock programming and general maintenance repairs;
  - Turf management such as aerating, fertilizing, top dressing, and edging;
  - Plant health and soil nutrition including soil testing, soil amendments, native plant tracking, plant propagation, compost tea brewing and applications, and integrated pest management;
  - Invasive species tracking and removal;
  - Annual tree care priorities including pruning and root aeration; and
  - General maintenance including, but not limited to, blowing, leaf removal, trash-pick up, graffiti removal, power washing, painting benches, upkeep of park furniture and other fixtures, and general repairs.
- Provide leadership, oversight, preparation, and day-of management of, EA's in-park volunteer program.
- Establish and maintain high horticultural and park care practices; providing direction, training and motivation for the horticultural staff, interns and volunteers.
- Act as a hands-on leader, actively working in the daily horticultural, park care, and volunteer tasks.
- Oversee vendors utilized to carry out garden modifications, annual tree pruning, geese management, and general maintenance.
- Ensure the smooth functioning and upkeep of equipment, tools, vehicles and facilities.
- Maintain inventory of equipment and supplies, and order additional materials as needed.

- Develop, maintain, and promote positive and professional relationships with internal staff, DCR staff, volunteers, vendors, contractors, donors, board members, and the general public.
- Provide exceptional customer service to park visitors.
- Engage in public outreach, educational programming, and develop partnership to exchange information or achieve joint objectives with like institutions.
- Prepare information and present on horticultural topics to staff members, DCR staff, board members, stakeholders, and the general public, etc., as needed.
- Collaborate with other EA departments on operational needs and staffing for projects, programs, special events and other Park related activities as needed.
- Collaborate with programs and marketing staff to identify opportunities for programming and interpretation for EA's horticultural and park care activities and lead garden tours as needed.
- Collaborate with program and DCR staff to schedule in-park volunteer activities.
- Supervise (hire, evaluate, coach) full-time and seasonal horticulture staff.
- Establish an annual schedule for park-wide horticulture and maintenance activities in cooperation with the Director of Park Operations and Executive Director.
- Collaborate with the Director of Park Operations and Executive Director on the department budget, budget monitoring, strategic planning, and any horticultural capital projects as needed.
- Develop training programs for safety and work techniques. Ensure that work methods comply with established health and safety regulations.
- Manage and update a variety of records and databases such as Excel spreadsheets, Google Maps, and ArborScope tree care database.
- Perform other duties as directed or as needed.

#### **Qualifications:**

- Associate's or Bachelor's degree required, preferably in relevant field.
- Certified Arborist preferred.
- Three to Five years of professional-level horticulture, gardening and/or landscaping experience that includes pruning, working with irrigation systems, plant identification and knowledge of soil science.
- Demonstrated ability (or clearly demonstrated capacity) to effectively organize, manage, and motivate staff and volunteers.
- Ability to safely operate and/or drive a variety of light and heavy equipment (i.e. chainsaw, pole saw, string trimmer, basic lawnmower, various hand tools, etc.).
- Basic tool and equipment maintenance skills necessary.
- Excellent written, verbal, and interpersonal skills and the ability to build strong professional relationships.
- Sound reasoning and judgement in making practical decisions.
- Proficient in Microsoft Office Suite and ability to learn and adapt to various software.
- Ability to work well under pressure and with rapidly changing priorities.
- Must possess a valid Massachusetts driver's license at time of appointment and for duration of employment.
- Must be able to bend, stoop, reach, carry up to 50 lbs., crawl, climb, and lift as necessary to carry out duties.
- Will be required to complete a ICORi background check

#### **Logistics:**

- Work hours are Monday through Friday, but occasional weekend days will be required.
- Flexibility is required to accommodate evening and weekend events, holidays, and occasional travel.
- Participate in the Annual Meeting, Charles River Cleanup, Esplanade 5K, Summer Dock Party, and Moondance Gala, which includes working as event staff the day of event, and attending pre- events as assigned
- Participate in organization-wide events and meetings as assigned
- Salary is commensurate with experience.
- Paid Time Off, Health, Dental, 401k and Commuter benefits are available.

**Application Process:**

- Please email cover letter and resume, and 3 references to: [jobs@esplanade.org](mailto:jobs@esplanade.org) with job title in the subject line.

The Esplanade Association is an Equal Opportunity Employer. The Esplanade Association does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and nonprofit need.