



## Floral Workshop Instructor

**Filoli is a 654-acre historic site of the National Trust for Historic Preservation, located on the San Francisco Bay Peninsula near Woodside, CA, and one of the finest remaining country estates of the early 20th century. As a team member here, you will be able to connect rich history with a vibrant future through beauty, nature and shared stories. You have the opportunity to preserve, build upon and share the wonder of this place.**

**In our daily interaction with guests, we envision a time when all people honor nature, value unique experiences and appreciate beauty in everyday life. You will also actively play a part in creating a vibrant future through our 2019-2023 Strategic Plan. Embedding the core principles of Diversity & Inclusivity, Sustainability and Organizational Excellence into each pillar of the plan, we are focusing on five main pillars of our organization: People & Culture, Fundraising & Financial Strength, Infrastructure Investments, Visibility & Branding and Engagement & Education. We welcome and appreciate your contributions to Filoli.**

### **SUMMARY**

Filoli has a rich history of bringing the garden indoors through flower arrangements. The Floral Workshop Instructor is responsible for leading Filoli's Flora Parties, which combine Filoli's traditions of bringing the garden indoors with modern, garden-style aesthetics and participants desire to learn and socialize in a beautiful setting. These programs are held throughout the year for friends to gather in Filoli's garden while learning basic floral arranging techniques. Participants bring home a large arrangement or wreath and workshops include refreshments and a brief garden tour. Parties are generally held for three consecutive days in winter, spring, summer, and fall and during *Holidays at Filoli* in December. These parties are offered to individual participants to corporate and private groups as requested.

This is a part-time position (up to 29 hours per week, flexibly scheduled). The hourly rate will be determined based on candidate experience. During a week of a party series, approximately every 2-3 months, the Specialist will work 30-35 hours. Most weeks there will be no hours worked. Schedule will change to meet the needs of the organization. Notice of schedule will be provided at least 2 months in advance, however flexibility is important in the case of an unexpected demand for private parties.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:**

### **Flora Party Duties**

- Lead 40-50 participants in a two-hour party, which includes a 20-30 minute demonstration followed by roving instruction;
- Shop for and condition all floral materials;
- Collaborate with the Experience & Programs Coordinator to schedule parties, identify seasonal themes and arrangement design, and manage participants on program days;
- Order containers, supplies, and floral materials, staying within budget and using local farms whenever possible;
- Work with the Horticulture team to identify floral materials in Filoli's Garden that can be used to augment materials from vendors;
- Collaborate with horticulturalists who assist with storing floral materials and roving instruction on party days;
- Create an inspiration board to display at each party;
- Attend monthly meetings between the Horticulture and Learning teams and monthly Filoli staff meetings.

### **General Duties**

- Know and follow all Filoli safety and security policies;
- Effectively work with diverse personalities and skills of staff and guests;
- Ability to provide the highest quality service to all customers in every interaction;
- Uphold all Filoli's policies, procedures, guidelines and standards;
- Attendance and punctuality are essential to work and all work-related functions.

## **MINIMUM QUALIFICATIONS**

An individual must be able to perform each essential duty listed above and any additional responsibilities as directed as well as satisfy the educational and skill requirements listed below:

**Experience:** Three years experience leading floral design workshops, including managing budgets and ordering.

**Education:** Floral design certificate desired.

### **Core Competencies:**

- **WORKSHOP EXPERIENCE** – Experience teaching floral design workshops to 20 or more people, including to participants with no floral design experience. Design approach that utilizes seasonal, local materials in bountiful, lush arrangements and wreaths, inspired by Filoli's Garden.
- **PEOPLE AND PROJECT SKILLS** – Effective team leadership skills and cross-functional collaborative capacity. Ability to either take direction or work independently as the situation requires. Strong budgeting and administrative skills. Ability to multitask, see many sides to complex issues, and perform at high standards with a team.

- **LEADERSHIP** – Flexible, energetic, and outcomes-oriented self-starter who brings a creative approach to solving problems. Capacity to interact effectively and build partnerships with Filoli’s many constituencies including staff, Board members, community partners and supporters, donors, members, visitors, and volunteers.
- **CULTURAL COMPETENCIES** – Model a responsibility to self-awareness and awareness of others to recognize that individuals bring unique backgrounds, beliefs, values, and world-views. View racial and cultural differences as assets to the organization.
- **DIVERSITY, EQUITY, ACCESSIBILITY, AND INCLUSION** – Committed to Filoli’s dedication to integrate accountability across all efforts to support and sustain a racially equitable organization. Demonstrate a passion of advancing organizational DEAI objectives and influencing others to approach all work with an equity lens. Promote processes and communication that encourage organizational cultural competence and inclusion.
- **COMMUNICATION SKILLS** – Demonstrate excellent written and verbal communication skills. Communicate (listening and speaking) effectively with clients, vendors and staff on the phone and in person, as well as respond to emergency broadcasts.
- **DECISIVE NATURE** – Well-honed ability to independently anticipate and analyze situations, define problems and objectives, recognize viable alternatives and formulate rapid solutions with understanding of the inherent risks and the implications of decisions.
- **COMPUTER SKILLS** – High proficiency in a PC, Windows environment, Microsoft Office products, Google Applications.
- **AVAILABILITY** – Maintain a flexible work schedule that may include evenings and weekends to meet the demands of executive management.

#### **Skills and Abilities:**

- Engaging presenter with the ability to communicate and demonstrate beginning floral design techniques to large groups;
- Ability to stay within budget;
- Effectively and calmly work in a fast-paced, change oriented environment while maintaining a professional demeanor;
- Be a leader and the go-to representative during any shift;
- Be proactive and identify issues/tasks – creative problem solver;
- Ability to multi-task and demonstrate strong time-management, organization, details, accuracy and follow-through skills;
- Work independently, while maintaining a positive team player attitude;
- Demonstrate a strong customer service orientation;
- Read and interpret documents such as safety rules, operation and maintenance instructions and procedural manuals.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

A valid Driver’s License is required.

#### **PHYSICAL REQUIREMENTS**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job including:

- Lift/carry items up to 50 pounds;
- Stand, walk across uneven terrain, climb stairs, reach, lift, carry and bend frequently as well as sit for long periods of time at a computer.

## **HOW TO APPLY**

1. Candidates with the above prerequisites are invited to submit their resumes along with a cover letter outlining their related experience and background to:  
<https://filoli.applicantstack.com/x/openings>
2. Possession of minimum requirements does not guarantee an interview.
3. Please, no phone calls.
4. Thank you for your interest in Filoli!

**Please visit our website for more information: [www.filoli.org](http://www.filoli.org)**

**Filoli is an equal opportunity employer who values diversity in the workplace.**