



Horticulture Production Manager

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

The Horticulture Production Manager is a position that requires attention to detail and innovation in a fast paced environment. Horticultural production has many facets that require one to stay on top of the short, medium and long term propagation for the formal and production areas along with management of the greenhouses, and the harvesting of vegetables, flowers and fruit, as well as distributing these to the appropriate internal and external partners. Because of the demands of the position and the ever increasing role of production within the department and the organization, innovation is critical to the success of the work done on behalf of the manager and the production team. Innovation is also a key aspect of how production will continue to improve best practices in all aspects of horticulture performed by the team. The expectation is to build on what has worked in the past while adapting and growing to support current and future goals.

The Horticulture Production Manager is a full-time, exempt salaried position. Depending on candidate experience, the salary range is \$88,000 to \$99,000 per year. This position is also eligible for employee benefits: medical, dental, vision, life, LTD, Flex Plan, 401(k), vacation, sick leave and holiday pay. The Manager will be working a flexible schedule to cover 7 day a week operations as well as support events and programs that may occur evenings and weekends. Flexibility to meet the needs of the organization is important.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

Leadership

- In coordination with the Director, responsible for internal management and operational integration of the Horticulture Productions Program;
- As a member of the Operations Team, represent the Horticulture Department; prepare and implement plans for events and programs;
- Represent Filoli regionally and nationally in the horticulture community by serving as an external speaker and presenter and providing content for blogs and various publications;
- Coordinate with peer departments especially in the area of operations, event and program planning and scheduling, and cross departmental function;
- In partnership with the Retail, Learning and Events team, drives the production of consumables coming from the garden and being distributed for use in Filoli's cafe, retail products and interpretation programs;
- Partner with others in the oversight of safety programs, accident prevention, emergency communication and documentation of training;
- Cultivate and foster community partner relationships;
- In coordination with development, participate in the fundraising process, including direct solicitation, project proposals and reporting;
- In coordination with the director, is a strong partner and ally with the Formal Garden Manager in sharing all the horticulture-related duties and responsibilities necessary for the production of Filoli's Holidays event;
- Has strong leadership in programs related to production including flower and wreath parties, orchard events, and fundraising galas;
- Oversee vendors and expand vendor relationships;

Horticulture

Plan, schedule, coordinate and delegate horticulture activities and priorities for the orchards, cutting garden, greenhouses and historic vegetable garden:

- Oversee the day to day operations of the orchards, cutting garden, greenhouses (Area 5) and historic vegetable garden;
- Directly manage staff, apprentices, interns and volunteers to support the area operation including interviewing, onboarding, training, and evaluation;
- Be "hands-on" leader and actively working in daily horticultural tasks in garden areas;
- Implement overall quality standards to be maintained throughout the orchards, cutting garden, greenhouses and historic vegetable garden with a commitment to adopting sustainable ideology and practices whenever possible;
- Oversight of all aspects of production for garden and Clock Tower Shop including: harvesting schedules, storage, vendor coordination, and delivery;

- Develop a master produce production calendar for harvest and distributions;
- Knowledge of olive tree care and fruit production and utilizing olives in consumable products;
- Experience with bee keeping and getting a program off the ground at an extensive estate;
- Oversee production of annuals and vegetables including ordering, timing and growing;
- Oversee garden compost operations and be innovative in ways to constantly improve the operation;
- Oversee garden and greenhouse plant health as well as overall plant health and soil nutrition strategies for all gardens, including sustainable practices and integrated pest management (IPM) and nursery pathogen best management practices;
- Serve as a certified pesticide applicator and comply with and support Filoli Pesticide Use Policies;
- Assist Director of Horticulture and Plant Records Specialist to supervise and plan plant collections management recordkeeping in IrisBG, including mapping activities, and annual display production data;
- Oversee volunteers who support the care of the bonsai collection;
- Ensure that fruit trees and cutting garden perennials are verified as part of plant collection;
- Maintain a program of propagating historic plants from the garden for both routine replacement and in-kind replacement of sensitive specimens;
- Manage small tools and equipment and greenhouse systems including basic maintenance and repairs and/or coordinating outside support;
- Serve as the primary contact and collaborate directly with retail manager to develop targeted sales and displays strategies for outdoor retail ensuring the plant sales adhere to the spending budget, are aligned with opportunities represented in the historic garden and natural areas; direct the training of retail staff on plant material knowledge;
- Oversee maintenance of garden related plant and product displays in the Shop and support outdoor garden center;
- Oversee buying and counterpoint receiving/pricing of plant material from vendors;
- Expertise on flower arranging including understanding of foliage and flower harvesting techniques and ability to train staff in these skills;
- Oversee apprentice and interns including project development, training, and projects;
- Support and facilitate the development of expanded programs in the areas of horticulture production and learning including interpretation of gardens and plant collections through tours, classes and other programs;
- Enforce safety standards regarding the use of equipment and pest management for the garden staff, interns and volunteers;
- Interact daily with Filoli visitors and encourage Horticulture Department to share information about our historic horticultural landscapes and displays;
- Provide support for special events and programs;

- Serve as a member of the Plant Collections Committee administering Plant Collections Policy;

Personnel and Budget

- Directly manage Horticulture Production staff including hiring, scheduling, time tracking and management, training; evaluating and all coordination with Human Resources;
- Oversee Garden Interns and Apprentices;
- Oversee regular vendors and on-site contractors;
- In coordination with Director, responsible for Horticulture budget oversight within an approved budget; responsible for tracking and coding and reconciling with accounting;
- Purchase and control inventory of garden department tools, power equipment, supplies, services, vehicles, etc. as funded by the approved budget;

General

- Fulfill expectations as listed in Filoli's Expectations for Directors, Managers and Supervisors (see attached);
- Maintain clear and effective documentation, communication, record keeping and scheduling with electronic hardware and software provided;
- Ability to provide the highest quality service to all customers in every interaction;
- Uphold all Filoli's policies, procedures, guidelines and standards;
- Maintain flexibility and perform other duties as assigned to respond to the needs of the organization;
- Attendance and punctuality are essential to work and all work-related functions.

SUPERVISORY RESPONSIBILITIES

This position has direct and daily supervisory responsibilities for approximately 5 employees: 2 Horticulture Leads and 3 Horticulture Assistants and will indirectly supervise apprentices, seasonal interns and volunteers.

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:

Education and/or Experience:

Education: Master's (preferred) or Bachelor's Degree in Horticulture, Botany, Natural Sciences or a related field or equivalent experience;

Core Competencies:

- **HORTICULTURE MANAGEMENT EXPERIENCE** - Minimum of at least 4 years working in a botanical garden, large nursery, formal estate garden, or similar

environment. Minimum of 2 years of hands-on supervisory experience of at least 5 or more employees.

- **PEOPLE AND PROJECT SKILLS** – Strong mechanical proficiency in large and small garden equipment. Effective team leadership skills and cross-functional collaborative capacity. Ability to either take direction or work independently as the situation requires in a team environment.
- **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. Strong administrative skills. Ability to multitask, see many sides to complex issues, and perform at high standards with a collegial team.
- **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, 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** – Exceptional oral and written communication skills with staff, members, donors and volunteers.
- **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 within the bounds of position authority.
- **COMPUTER SKILLS** – Strong proficiency and knowledge of Microsoft Office products and Google Applications. Proficiency with collections management and collection management systems such as IRIS BG.
- **AVAILABILITY** – Maintain a flexible work schedule that includes evenings and weekends to meet the demands of executive management.

Skills and Abilities:

- Perform basic maintenance of and safely use and teach use of tractors, skid steer, blowers, weed eaters, rototillers, chain saws, pole saws, scaffolding, ladders, sprayers, chippers, dump trucks, electric carts, pneumatic pruning equipment, generators, greenhouse mechanisms, etc.;
- Thorough understanding of irrigation systems from scheduling to mechanics, as well as understanding of California Irrigation Management Information Systems (CIMIS) and water conservation methods;

- Effectively teach/coach how to clean and store equipment as well as how to properly use and teach use of protective gear;
- Demonstrate some mechanical knowledge and repairs;
- Label, record and teach gas usage, fertilizer and pesticide use, planting information, propagation data entry, temperatures, irrigation schedules, area schedules, etc.;
- Interest in beekeeping and knowledge of honey production;
- Ability to interact with donors, members, staff and volunteers while working throughout property;
- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

CERTIFICATES, LICENSES, REGISTRATIONS

A California Qualified Applicator's Certificate is required and Pest Control Advisor's License is preferred or must be obtained within six months of employment. 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:

- Stand, walk across uneven terrain, climb ladders (extensive use of orchard and extension ladders up to 16' and scaffolding up to 25') and stairs, balance, stoop, kneel, crouch, crawl, reach, handle, lift, carry, push and bend frequently;
- Possess strength sufficient to exert force up to 60 lbs. occasionally and/or up to 35 lbs. frequently, and/or up to 20 lbs. constantly to lift, carry, push and pull or otherwise move objects;
- Perform repetitive motions up to 50% of time using tools, equipment and a keyboard & mouse;
- Able to drive vehicles and large garden equipment.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate, but there are occasional (2-3x a day) when the noise level requires the use of protective gear to shield ears. Due to the use of garden equipment and possible airborne debris, the use of protective eye gear is required when appropriate.

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

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