

## Montalvo Employment Opportunity

At Montalvo Arts Center, we strive to continually develop a welcoming environment where all people have a sense of belonging and find enrichment through the arts. We seek to build bridges locally and globally. We invite you to join us.

We are in search of a Head Gardener/Horticulturist to provide care, maintenance and protection of Montalvo's grounds and gardens. Reporting to the Operations Director, this position works closely with the Buildings and Grounds Committee with the purpose of continuing the restoration and development of the gardens on the property to a consistent high level of beauty, uniqueness, and professionalism.

**Responsibilities include, but are not limited to the following mandatory tasks:**

- Weed areas that are the most visible "groomed areas" - particular attention to the Italianate Garden rose and meadow areas, and the entrance at Hwy 9.
- Water plants in containers weekly during the dry months, and water plants within the landscape (including the entrance at Hwy 9) that are not managed by an automatic controller by manually operating in ground valves. Depending on the plant zone, the frequency might be every week, every two to three weeks, or once a month.
- Routinely check drip irrigation for leaks or other problems. Repair irrigation system as needed.
- Regular grooming of certain landscape plants that are fast growers.
- Deadhead roses in the Italianate Garden weekly during wedding season.

**Secondary tasks are irregular in timing and seasonal (so are considered infrequent):**

**Spring:**

- Assess when irrigation needs to begin - not all zones will require the start of irrigation at the same time. Check all irrigation zones for animal damage.
- Check drip irrigation lines, especially in the Italianate Garden – the lines need to be opened at the ends and flushed.
- Extra time and effort on hand weeding in spring. Seedlings of volunteer trees such as Buckeyes, Horsechestnuts, Bays, Palms and Oaks need to be searched for and pulled when young - otherwise they are very difficult to eliminate later.
- Mulch weedy areas with wood chips when available – every two years.
- Weed and prune overgrown plants in the cactus garden.

**Summer:**

- Prune shrubs, trees for aesthetics and safety.
- Consider and plan for areas that might need to be restored with new plants or replacement plants. Propagate new plants from plants on the grounds when possible.
- Support MSG in the Summer Luncheon fundraiser by collecting greens for table decoration weekly during the luncheon season.
- Pick fruit in LAP orchard. Perform summer pruning of fruit trees.

**Autumn:**

- Shop for and plant replacement plants or new plants.

**Winter:**

- Organize storage sheds, catch up on documentation.
- Hedge Boxwood plants in Italianate garden.
- Cut all roses back in Italianate Garden.

**Required Skills & Experience:**

- Bachelor's Degree in Horticulture (preferred but not required) or equivalent combination of education and experience.
- At least 5 years experience working in large and varied landscapes and maintaining gardens.
- Must be familiar with the cultural requirements of plants commonly grown in California as well as native plants.
- Experience in organic methods of horticulture and willingness to learn less common varieties of plants and their uses.
- Must have knowledge of proper pruning techniques for shrubs and trees.
- Must have knowledge of how drip irrigation and MP rotator irrigation works and how to repair it.
- Must have some knowledge of different soil types and how soil types affect how one irrigates and fertilizes (or not fertilizes) plants.
- Ability to understand, apply and teach the basic principles of horticulture, plant and soil science, irrigation and botany.
- Excellent written and verbal communication skills. Attentive to detail and accurate.
- Ability to work occasional evenings/weekends as needed.
- Ability to work independently, as well as part of a team, under direct or indirect supervision, and on specific time deadlines. Ability to instruct and lead both experienced and novice garden volunteers.
- Valid CA driver's license (3+ years) and clean driving record required.

**Working Conditions & Physical Tasks:**

While performing the duties of this job, the employee is regularly required to talk or hear. Most job functions are performed outdoors on uneven terrain, often in various temperature conditions for long periods of time. The employee frequently is required to stand; walk distances; use hands to finger, handle, or feel; and reach with hands and arms. The employee is frequently required to sit; climb or balance; and stoop, kneel, crouch, or crawl. Must have the ability to bend, twist, lift, in various combinations. Occasionally work requires climbing ladders. The employee must frequently lift and/or move up to 25 lbs. Regular tasks include using shovels, digging bars, small hand tools, loppers, hand saws, pruners, long handled and extended pruners, hoses, and pitchforks (for wood chip mulch).

Employee must be willing to trap gophers and be comfortable in an outdoor environment which includes: snakes, black widow spiders, yellow jacket wasps, ticks, sharp items discarded into the landscape and plant containers, and poison oak.

**Benefits:**

Montalvo offers a comprehensive benefits package that includes medical, dental and vision insurance, generous PTO, Flexible Spending, EAP and Elder Care benefits, and a 401(K)-retirement plan with an employer match.

**Compensation Range:** \$30.00 - \$32.00 per hour

To apply, please submit a cover letter summarizing your skills and experience related to the position and your resume to: [hr@montalvoarts.org](mailto:hr@montalvoarts.org).