

## 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 seeking an energetic and passionate outdoors person with fine gardening skills for our **Part-Time (20 hours p/wk.) Gardener** role. This position works closely with Facilities staff and Volunteers, 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:**

- Grooming, fertilizing, and weeding of landscape.
- Hand watering and maintenance of containers, with an awareness and sensitivity to water conservation needs.
- Planting of flowers and shrubs.
- Pruning of shrubs and perennials.
- Help maintain compost bins.
- Distributing mulch in landscape.
- Some irrigation system maintenance and repair.
- Lead and provide instructions to experienced and novice garden volunteers.

**Required Skills & Experience:**

- Experience in horticulture and a familiarity with common landscape plants.
- Experience in organic methods of horticulture is a plus along with a willingness to learn less common varieties of plants and their uses.
- Must have some experience pruning shrubs and trees.
- Must have some experience working with drip irrigation and MP rotator irrigation systems.
- Excellent written and verbal communication skills; English required.
- Should be detail oriented.
- 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).

Our 175 acres includes forested areas alongside our manicured lawns so our gardening staff must be willing to trap gophers and be comfortable in an outdoor environment which includes: deer, rodents, wild turkeys, snakes, black widow spiders, yellow jacket wasps, ticks, and poison oak.

**Compensation/Benefits:** \$22.00 per hour. This position is eligible for pro-rated time-off benefits (50%), including vacation and holiday time, as well as participation in flexible spending account and 401(k) retirement savings plan. This position is not eligible for employee health benefits.

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). **Please do not call about this position.** Position is open until filled. Applications will be screened for qualifications and experience. Not all applicants who meet the minimum qualifications will be offered an interview.

For more detailed information about Montalvo Arts Center visit our website at [www.montalvoarts.org](http://www.montalvoarts.org). Montalvo Arts Center is an Equal Opportunity Employer. Applicants who contribute to the diversity of our organization are encouraged to apply.