

# COASTAL MAINE BOTANICAL GARDENS

## PUBLIC HORTICULTURE INTERNSHIP - 2018

### Job Description

<b>Position Title:</b>	Public Horticulture Intern
<b>Department:</b>	Horticulture
<b>Reports To:</b>	Sharmon Provan, Director of Horticulture
<b>Employee Status:</b>	Summer Intern

**Company Mission:** The mission of Coastal Maine Botanical Gardens is to inspire meaningful connections among people, plants, and nature through horticulture, education and research.

**Internship Mission:** Beyond the primary focus of providing a beautiful garden experience for every Guest, this internship will present the intern with many opportunities to broaden their experience within the horticulture field and to learn about different careers in Public Horticulture.

**Academic/Experiential-Learning Nexus:** Horticulture, Public Gardening

#### Overview:

Coastal Maine Botanical Gardens is one of the nation's newest, loveliest, and most dynamic public gardens. While officially opening in 2007, a mere 6 years later in April of 2013, TripAdvisor named Coastal Maine Botanical Gardens the #1 public garden in the United States. The Department of Horticulture is responsible for installing and maintaining all cultivated garden and growing spaces throughout Coastal Maine Botanical Gardens' 295 acres. Our goal is to ensure that the beauty of the gardens and considerate depth of plant material provide a paramount garden experience for every Guest.

#### Position Summary:

The intern will immerse themselves in the following areas:

- **Ornamental gardening**, including planting, mulching, weeding, staking, dead-heading, pruning, watering, pest identification and integrated pest management, plant identification, and developing knowledge of plant, design, and material needs
- **General maintenance** of gardens, horticulture buildings, and equipment, including raking, sweeping, cleaning, sharpening, and repairs as needed
- **Propagation/Production**, including collection, storage, and sowing of seed, cuttings, transplanting, watering, additional plant care, and greenhouse management
- **Plant curation**, including labeling, record-keeping, mapping, plant photography, and phenology
- Other departmental and/or organizational duties as needed (e.g., special events, etc.)

#### Qualifications:

The successful candidate must be comfortable interacting with Guests, Staff, and Board members. The candidate must have some educational and/or practical experience in horticulture, botany, and/or landscape design/maintenance. They must be enthusiastic about plants, conscientious of the environment, and be willing to participate in all horticulture practices.

**Schedule:**

This is a five-day/week on-site internship from 7:30 am to 4:00 pm. This position begins in May 2018 and continues through August of 2018, with some flexibility on start and finish dates, due to candidate's availability (e.g., school schedule, etc.).

**Send resume to:**

Sharmon Provan, Director of Horticulture, Coastal Maine Botanical Gardens, P.O. Box 234, Boothbay, Maine 04537; email at [sprovan@mainegardens.org](mailto:sprovan@mainegardens.org); telephone at (207) 380-4402 or (207) 633-8053.

**Physical demands (in a usual workday):**

Approximate percentages of time tasks are performed in carrying out the essential functions of this position:

- 90% of time bending/stooping, squatting, reaching above shoulder level, kneeling, hand/fingers used for repetitive motion, hands/fingers used for fine manipulation, hands/fingers used for firm grasping, head/neck in rotational movements, head/neck in extension movements, head/neck in flexing movements
- 10% of time in sitting position

Maximum load employee will be required to lift/carry is 35 or 50 lbs. per CMBG Employee Manual

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, the company reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances dictate (such as emergencies, weather conditions, changes in personnel, work load, rush jobs, special events, or technological developments).