COASTAL MAINE BOTANICAL GARDENS

P.O. Box 234
Boothbay, ME 04537
207-633-8000
www.MaineGardens.org

Public Horticulture Intern

Reports to: Director of Horticulture

FLSA: Hourly, non-exempt

Summary: This internship offers many opportunities to broaden one's experience within the horticulture field and to learn about different careers in public horticulture. The Department of Horticulture is responsible for installing and maintaining all cultivated gardens, growing spaces, and natural areas throughout Coastal Maine Botanical Gardens' approximately 325 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.

Essential Functions: *(This job requires the performance of the following tasks, with or without accommodation. Incumbents may be regularly or occasionally required to assume additional responsibilities or perform additional tasks.)*

- **Ornamental gardening**: 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 conducting repairs as needed.
- **Propagation/Production**: collection, storage, and sowing of seeds, cuttings, transplanting, watering, additional plant care, and greenhouse management.
- **Plant curation**: 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.
- Some educational and/or practical experience in horticulture, botany, and/or landscape design/maintenance.
- An enthusiasm about plants, conscientiousness of the environment, and a willingness to participate in all horticulture practices.

Work schedule: This is a five-day/week on-site internship, from 7:30 am to 4:00 pm. This position begins in May 2020, and continues through August of 2020, with some flexibility around start and finish dates, depending on candidate's availability (e.g., school schedule, etc.).

Physical and environmental factors:

Ninety percent of the intern's time will be spent 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. Maximum load employee will be required to lift/carry is 35 or 50 lbs.

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, changes in personnel, work load, rush jobs, or technological developments).

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

Updated 2/18/2020