



**Alaska
Botanical
Garden**

Position	Horticulture and Facilities Assistant
Terms	Summer term, part-time up to 40hrs/week (May – August)
Closing Date	April 7 th , 2023, 5:00 PM
Start Date	May 1 st , 2023
Rate	\$16.50 hourly (S1)

Job Description

This position supports a wide array of general horticulture and facilities maintenance including the greenhouse, nursery, garden beds, surrounding forest, and events. The Alaska Botanical Garden (ABG) is an independent nonprofit museum of plants and art, and all staff interacts with visitors daily. In addition to horticulture and facilities tasks, all ABG staff are required to assist in greeting visitors, providing information on programs, special events and other garden information. ABG hosts many events that require flexible scheduling, including occasional evenings and weekends.

Required Duties & Responsibilities

- Works primarily outdoors in a variety of weather conditions performing planting and routine maintenance on high-end perennial gardens
- Applies a range of organic gardening practices including but not limited to weeding, mulching, staking, pruning, deadheading, fertilizing, etc.
- Safely utilizes and maintains common hand tools related to gardening. Ability to lift and carry 50 lbs., work with wheelbarrows.
- Safely operates equipment such as blowers and trimmers
- Assists with setup and break-down of tents, chairs, and other items associated with garden events
- Interacts with visitors, volunteers and donors with the highest level of respect and professionalism
- Must be willing to work a flexible schedule depending on garden events and plant production needs

Required Qualifications

- At least one year/season of experience related to gardening, maintaining horticultural collections, or in a greenhouse production environment
- Basic knowledge of gardening in Alaska or a similar climate
- Awareness of safety issues related to wildlife management, specifically bears and moose
- Must be at least 18 years of age at the time of hire

Preferred Qualifications

- At least one year/season of experience providing customer service in a public setting
- CPR Certification

To apply, email resume and cover letter in PDF format to garden@alaskabg.org

Title Email Subject: 2023 Horticulture and Facilities Assistant

The Alaska Botanical Garden is an equal opportunity employer. Appointment to this position is conditional upon a satisfactory background check.