**Position Title:** Wallace Garden Horticulture Supervisor  
**Reports To:** Director of Horticulture  
**Supervises:** Assigned Horticulture staff, volunteers  
**Works closely with:** Director of Horticulture & Plant Collections Manager  
**Job Category:** Full-time, non-exempt  
**Salary:** $21/hour, full benefits

**Boyce Thompson Arboretum (BTA)** was founded in 1924, and is Arizona’s oldest and largest botanical garden. BTA is located in scenic Queen Creek Canyon, just 50 minutes from Phoenix, Arizona in the foothills of the Superstition Mountains close to Superior, AZ. Featuring plant collections from the world’s deserts, historic buildings and hidden gardens along miles of trails, it is on the National Register of Historic Places. A haven for wildlife, BTA has been named "the most enchanting" Audubon Important Birding Area in Arizona. The Arboretum encompasses 340 acres, with 135 acres of distinct gardens, 15,000 plants and 4,000+ taxa, and currently has 36 full-time employees. BTA’s mission is to inspire appreciation and stewardship of desert plants, wildlife, and ecosystems through education, research and conservation. No longer a State Park or a University of Arizona department as of July 2019, BTA has reaffirmed and embraced its status as a botanical institution.

**JOB DESCRIPTION**

BTA seeks an experience horticulturist and manager for its newest garden, The Wallace Desert Garden, 13 acres of desert plants from around the world. The Horticulture Supervisor is responsible for the training, supervision, and continual development of assigned Wallace Garden staff. He or she supports and supervises plant collection care under the primary direction of the Director of Horticulture. He or she may also take secondary direction and input from the Plant Collections Manager and Collections Committee.

**The Wallace Horticulture Supervisor:**
- Maintains required knowledge of established garden plants and understanding the cultural requirements to maintain their growth and cultivation
- Performs regular inspections throughout the garden; routine inspections may identify insect/disease problems, weed control needs, irrigation issues, etc.; reports major problems or concerns to Director of Horticulture
- Directs and assigns garden staff with specific tasks and participates in the more difficult and/or complex tasks or projects; ensures that tasks are completed in an efficient manner
- Reviews employees' work to ascertain quality and quantity of work performed
- Meets regularly with Director of Horticulture for work assignments to plan and coordinate projects determining necessary personnel or discussion of garden concerns
- Trains employees in horticultural techniques as needed, such as transplanting and weeding, pruning, herbicide application, etc.
• Builds positive employee relations by coaching, counseling, mentoring, motivating, and resolving conflict; participates in interim and annual performance reviews of assigned staff
• Monitors and maintain overall operation of irrigation systems in the Wallace Garden; adjusts irrigation schedules as needed
• Organizes and manages the Wallace Garden nursery and production greenhouses
• Ensures staff’s proper use and maintenance of tools, equipment, and materials; performs minor maintenance of power equipment, tools, and irrigation; responsible for Wallace staff’s safety performance
• Coordinates and oversees special team projects
• Assists in propagation; starting seedlings, watering, spraying and propagating plant material when needed
• Occasional overall supervision of the Horticulture Department in the absence of the Director of Horticulture

Education and Experience

• Bachelor’s Degree in horticulture or related field.
• A minimum of three years’ experience in professional horticulture is required; experience at a public garden greatly desired.
• Holds or is willing to obtain an Arizona Pesticide Applicators License and become a Certified Arborist.
• Willing to receive Baseline Advanced Training Certificate within a year.
• Teaching skills highly desirable.
• A valid driver’s license is required; experience operating machinery preferred.
• Must be able to lift 50 pounds, work outside in all weather, walk, stand, and stoop for long periods.
• Must be able to work weekends.

BTA is an equal opportunity employer. To apply, send cover letter and resume to Jason.Wiley@btarboretum.org.