



# MOORE FARMS

## botanical garden

### Job Description:

We are looking for a passionate and enthusiastic Production Coordinator to oversee and maintain high quality production programs and effective operation of the greenhouse and nursery facilities. The Production Coordinator implements and supervises all plant production activities associated with the greenhouse and outdoor production areas, as well as production staff scheduling.

This position reports to the Horticultural Supervisor.

### Duties & Responsibilities

#### Plant Production Management:

- Implement best practices and technologies for effective crop production, including sanitation, watering, potting, media, Integrated Pest Management, and beneficial insect program.
- Perform general plant production duties such as propagating, pruning, planting, watering, weeding, and debris removal with a focus on the production center and environs.
- Manage the plant shipment process in accordance with necessary protocols.
- Oversee long-term greenhouse and nursery collections, as needed to supplement garden collections.
- Process plant orders received from nurseries in collaboration with the Plant Recorder.
- Maintain database regarding production records.
- Produce current plant availability to facilitate garden planting.
- Participate in weekly planning meetings, schedule crops and generate reports.
- Familiarity with Argus controls or similar software.
- Assist on plant collection trips.

#### Production Operations Management:

- Responsible for overall effective greenhouse operations management including reporting greenhouse building maintenance issues, ordering production supplies, managing the greenhouse budget, and staffing the greenhouse and nursery to provide continuous care based on production needs.
- Act as primary support for effective propagation operations, including mist system, seedling care, and general management of seedlings/cuttings.

- Ability to identify problems in and with the nursery and greenhouse; both with plants and infrastructure.
- Operate and maintain irrigation, climate control and fertility systems.
- Lead initiatives and oversee all projects related to greenhouse improvement.

#### General Staff & Organization Management Pertaining to the Greenhouse:

- Lead the planning and execution of department initiatives and budget in alignment with Moore Farms Botanical Garden's mission and goals, including effective policy and procedural development.
- Monitor and inspect plants for health deficiencies and problems, ascertain proper corrective measures and apply appropriate pesticides, herbicides, beneficial insects and fertilizers.
- Participate in researching and producing new plant material, installing accession tags, inventorying and documenting associated database information, etc.
- Lead, guide, and train employees, interns, and/or volunteers performing related work.
- Work cooperatively with the management team on adopting and implementing organization-wide systems, and help guide and execute the strategic goals of the institution to support Moore Farms Botanical Garden's mission.
- Provide knowledge and guidance to support guest and organizational initiatives related to the profession.
- Assist with plant sales and other retail events as necessary.

#### Additional Skills & Requirements

- Ability to lift 50 pounds
- Ability to carry, climb, push, stoop, reach, dig and to load and unload various objects.
- Must possess a valid South Carolina Driver's license and South Carolina Pesticide Applicator's license; or have the ability to obtain these upon employment.
- Proficient working knowledge of plant identification, plant growth, plant cultural requirements, and disease/pest recognition
- Skill in all phases of crop production
- Exceptional managerial and teambuilding skills
- Demonstrated ability in the production of native and non-native plants and general greenhouse management practices
- Serve as a horticultural resource for staff and visiting guests.
- Work with contractors, consultants and temporary employees, aid in supervision and training of interns.
- Lead tours, provide demonstrations, teach classes, and answer questions from garden guests and staff on plant production matters.
- Ability to safely and effectively operate and maintain a wide range of hand tools, power tools, and vehicles
- Proficient in Microsoft Office Suite and ability to learn and adapt to various software and technology programs to complete work duties

- Demonstrated ability in organizing, managing and motivating employees, contractors and others
- Excellent interpersonal skills and the ability to effectively communicate with Moore Farms Botanical Garden staff as well as the public
- Self-motivated, organized, attentive to details, and the ability to manage time and effectively function without constant supervision
- Ability and willingness to work flexible hours including evenings, weekends, holidays and special events as needed
- Other duties as assigned

#### Working conditions and Compensation:

- Significant time will be spent working in the greenhouse and nursery facilities, though office work is also required.
- Occasional nights and weekend work will be required
- Overnight travel will occur occasionally.
- Ability to stand for extended periods of time, carry, push, stoop, reach, dig and to load and unload various objects
- Excellent organizational, written, and oral communication skills
- This is a full time exempt position with a competitive salary commensurate with experience.

#### Education and Experience

- A Bachelor of Science degree in horticulture, botany or related plant science field
- A minimum of five years of greenhouse or nursery production experience, or equivalent combination of education and work experience. A minimum of two years must be in a supervisory position of a greenhouse or nursery facility.

#### About Us:

Moore Farms Botanical Garden is a nonprofit organization set on over 500 acres near Lake City, South Carolina. The garden is cultivated on 65 acres and is a dynamic mix of formal, naturalistic, and agrarian landscapes. Garden areas include a formal garden, vegetable garden, green roof, pond gardens, formal shrub borders, and a greenhouse and nursery. Other land use includes agriculture, forestry and wildlife habitat. We are currently in a period of growth in both our horticultural displays and programming. This is a very exciting time to be part of the MFBG team.

Please visit our website at [moorefarmsbg.org](http://moorefarmsbg.org) to learn more.

#### Application Instructions

Qualified candidates should submit a cover letter and resume to Brendan Huggins at [Bhuggins@moorefarmsbg.org](mailto:Bhuggins@moorefarmsbg.org)