



Horticulture Manager

Bernheim Forest and Arboretum, a 16,000+ acre protected forest in Kentucky, about 25 miles south of Louisville, is seeking a Horticulture Manager that is a dynamic leader with an ability to think strategically while working in a highly creative and collaborative environment across a multidisciplinary organization.

Bernheim is home to a 620-acre, Level IV accredited arboretum. The natural landscape features 40+ miles of hiking trails and extensive natural areas managed for conservation and research purposes. Its woodlands, prairies, and wetlands make up the largest privately-owned forest in the Eastern United States dedicated to education and conservation. Bernheim is a privately owned not-for-profit, relying on donations and memberships, whose mission is to connect people with nature. Annually, over 300,000 people experience Bernheim through visits, educational programs, field trips, and Bernheim festivals.

The Horticulture Manager is responsible for overseeing the implementation of maintenance, enhancements, and the overall aesthetic of Bernheim's 620-acre, Level IV Arboretum. The Horticulture Manager will directly manage the workflow and productivity of Horticulturist(s) and Assistant Horticulturist(s) while encouraging and empowering a sense of confidence and autonomy in individuals work process.

Essential Duties/Responsibilities

- Direct management and leadership of Horticulturist(s) and Assistant Horticulturist(s), including team building, staff development, arboretum maintenance scheduling, and oversight of daily workflows.
- Motivates, trains, mentors, and supervises designated Arboretum staff to adhere to high safety standards; fosters professional growth through ongoing coaching, skills development, team-building initiatives, and performance evaluations.
- Ability to interact in an appropriate manner with visitors, staff, volunteers, and community stakeholders; serve as a public ambassador and representative of the Horticulture Department while interpreting botanical and horticultural subjects to diverse audiences.
- Develop plans and techniques for a more efficient and ecologically stable maintenance strategy within the Arboretum.
- Oversee strategic management of plant care within the Arboretum, ensuring accurate accession records of the collections within the Arboretum.
- Manages the annual operating budget for department-relevant fields.
- Collaborate with Director of Horticulture & Sustainable Landscapes on the development of garden designs, garden-project budgets, and timelines of major garden project completion dates. Collaboration will extend to other departments.
- Collaborate with Director of Horticulture to manage outside contractors to service operational needs including (but not limited to) tree maintenance and prescribed fire.
- Provide oversight and actively maintain (2) external green roof maintenance accounts.
- Identifies, sources, and purchases grounds management equipment.
- Ability to operate and maintain a wide range of hand tools, power tools, small/large engine equipment and vehicles safely and effectively.



- Create and contribute engaging content for social media, blogs, and print (Forest Echo), leveraging storytelling to highlight horticultural initiatives and collections.
- Other duties as assigned including participation in events and all-staff projects.

Knowledge, Skills, and Abilities

- Experience understanding the constructability of landscape projects, plant and tree health requirements, and managing small landscape construction projects is necessary.
- Baseline qualifications include excellent verbal and written communication skills, including public speaking; strong interpersonal skills; and proficiency with Microsoft Office applications. Working knowledge of IrisBG a plus.
- The ideal candidate will also have demonstrated a strong aesthetic sense in previous horticultural work and have knowledge of a wide palette of plants.
- Strong project management skills, including the ability to think critically, manage complex projects, oversee budgets, and successfully coordinate multiple priorities and timelines.
- Ability to work outside in heat, cold or light rain and can continuously walk, stand, bend, twist, and/or stoop and lift up to 50lbs.
- Ability to be flexible and able to take on other tasks as requested.
- Ability and willingness to work flexible hours, including evenings, weekends, holidays, and special events as needed.
- Ability to lead horticulture tours and/or teach horticulture related classes.

Licenses and Certifications

- Must possess a valid driver's license.
- Current Kentucky Non-Commercial Pesticide Applicators License with the 3N Category or ability to obtain within six months of hire.
- Must attain ISA Arborist certification within the first year of employment.

Education and Experience

- A degree in Horticulture or related field, with a record on proven management experience.
- Related experience is also considered and valued.
- Broad knowledge of woody and herbaceous species.

To apply and for more information:

Please send all inquiries and resumes to: HR@bernheim.org.

This full-time, hourly position reports to the Director of Horticulture and Sustainable Landscapes.

Pay range: \$24-\$28/hr.

Competitive benefits package includes health/vision/dental insurance, retirement 403(b) match benefit and paid sick, holiday, and vacation leave.

Bernheim Forest and Arboretum is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We recruit, employ, train, compensate, and promote without regard to race, color, national origin, creed, religion, sex, gender identity, sexual orientation, marital status, parental status, disability, age, veteran status, or any other status protected by law.