

**Yew Dell Botanical Gardens
Job Description**

Position Title: Garden and Arboretum Manager
Reports to: Director of Horticulture and Facilities
Classification: Full Time, Exempt

Date: July 2026

Position Summary: The Garden and Arboretum Manager is the primary staff member dedicated to the management of Yew Dell's gardens, plant collections and garden staff. The Garden and Arboretum Manager works closely with the Director of Horticulture and Facilities to develop long range and detailed work plans to insure optimal condition of the collections, to maximize the standard of horticulture and further the mission of Yew Dell. The Garden and Arboretum Manager provides mentoring, guidance and supervision to garden staff and supports Yew Dell's institutional mission through involvement in and support of programming and events.

Job Responsibilities:

- In collaboration with the Director of Horticulture and Facilities, set and implement long range plans for the development of Yew Dell's gardens and plant collections.
- Ensure Yew Dell's plant collections remain current, cutting edge and representative of new plant trends
- Implement an efficient and effective system to maintain Yew Dell's gardens in show condition
- Plan, plant and manage seasonal plant and garden displays
- Manage plant database and mapping systems so they remain up to date, accurate and provide the necessary information to support the organization
- Manage and maintain garden and arboretum budget lines
- Supervise and manage scheduling of garden staff
- Work with the Volunteer and Education Coordinator to recruit, retain, train and efficiently utilize garden volunteers.
- Provide occasional garden tours, lectures, classes and workshops
- Field horticulture questions and inquiries from the public and media
- Provide horticulture information to support development, marketing and event efforts
- Collaborate with other Yew Dell staff in planning and implementation of Yew Dell events, classes and other programs
- Other duties as assigned

Qualifications/Requirements:

- A two or four-year degree in horticulture or a related field, and at least five years of experience in garden management
- Excellent knowledge of woody and herbaceous ornamental plants
- Strong enthusiasm for plants, gardens and education of the public and green industry members about horticulture
- Efficient and productive work style that maximizes the use of limited resources
- Openness to and enthusiasm for learning new techniques, products and approaches
- Ability to work well in a team environment with other Yew Dell staff, board, committee members and volunteers
- Ability to effectively supervise staff and volunteers
- Excellent communication skills, including a positive attitude with staff, volunteers, and visitors
- Strong computer skills
- Ability to be on foot for long periods of time and lift up to 50 pounds
- Must be willing to work non-standard hours as needed including weekend and evening hours
- Must have transportation to attend meetings, events and various functions as required

To apply send your resume to:
Yew Dell Botanical Gardens
6220 Old LaGrange Road
Crestwood, KY 40014
Or email to:
jobs@yewdellgardens.org



YEW DELL BOTANICAL GARDENS™