



## Job Title: Gardener I

**Location:** North Central Region: Phelps-Hatheway House & Garden, Suffield; Butler-McCook House & Garden, Hartford  
**Reports to:** Site Administrator  
**Level:** Associate  
**Supervises:** N/A  
**Status:** Part-Time, Seasonal, Non-Exempt  
**Rate:** \$23/hour for a maximum of 600 hours annually

Connecticut Landmarks owns and operates twelve historic sites, spanning four centuries of New England history. The historic gardens of Connecticut Landmarks' properties are museums themselves. They showcase spectacular landscape design and lush flowers, and offer a window into the ways residents of our historic houses used the properties. The sites that include historic gardens are Bellamy-Ferriday House & Garden in Bethlehem; Phelps-Hatheway House & Garden in Suffield; and Butler-McCook House & Garden in Hartford. The Gardener I position for the North Central Region is responsible for the care and maintenance of the gardens at the Phelps-Hatheway House & Garden, with some work at the Butler-McCook House & Garden. Responsibilities include the formal parterre garden, beds around the houses including plantings in boxes and urns as well as around the trees and shrubs. The Gardener I will work in conjunction with the Site Administrator and respective garden clubs to oversee the management of the lawns and exterior of the properties. This position reports directly to the site administrator of the North Central region.

### Responsibilities:

- Assess gardens and grounds in April for winter damage, supplies, and tools needed.
- Review original garden plans to maintain historical significance. Participate in Connecticut Historic Gardens monthly meetings and annual Flower Show, and Gardens Day.
- Coordinate with site administrator and the West Hartford and Suffield Garden Club chairs to establish additions, planting schedules, and seasonal care. With site administrator, be present for weekly/biweekly garden work throughout the season from April-October.
- Draft and follow garden budgets set by Connecticut Landmarks and the West Hartford and Suffield Garden Clubs.
- Care of gardens and landscape throughout the growing season including watering, weeding, shrub care, and maintenance.
- Option to create garden-related programs with Site Administrator.
- Communicate respectfully and effectively with volunteers and staff.
- Periodically evaluate property trees for routine care and safety.
- Investigate sustainable horticulture methods and protocol.
- Close gardens in the fall and assess supply and plant material needs for the coming season.

### Key Competencies:

To excel in this position, the Gardener I should:

- Possess well-documented gardening skills including experience with pruning, weeding, irrigation, fertilization, and landscaping.
- Have a strong familiarity with the use of various garden tools.
- Enjoy working with people.

- Possess independent decision-making skills, great attention to detail, well-developed organizational skills, experience managing events with multiple stakeholders, and the ability to work well in a fast-paced environment while always maintaining a professional demeanor.
- Be an effective verbal and written communicator.
- Handle issue resolution calmly and professionally, knowing when to get assistance if needed.
- Be able to work independently and within a team.
- Proficient in Microsoft Office.
- Have a valid driver's license, reliable transportation, and the ability to drive to assigned historic sites.

#### **Desired Qualifications:**

- At least three years' experience in gardening, horticulture, or a related field
- Experience working at a historic site or garden is highly desirable.
- Customer service experience.

#### **Physical Requirements:**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to receive oral and written instructions and information and to clearly communicate in person, over the telephone, through email and through other electronic means. The employee is required to move about their work area, travel between sites, work outside in varying weather conditions; ascend and descend stairs; and stand and/or sit for extended periods of time. The employee is occasionally required to lift, drag and/or move up to 50 pounds unassisted. The employee is required to identify, observe, and assess visually or otherwise.

#### **To Apply:**

Applicants should submit a letter of interest, resume, and three references to Lynn Mervosh, Site Administrator, at [lynn.mervosh@ctlandmarks.org](mailto:lynn.mervosh@ctlandmarks.org) with the subject line: "North Central Gardener." Application deadline: April 30, 2025. **Applications will be reviewed on a rolling basis until positions are filled.**

