



BERKSHIRE BOTANICAL GARDEN

Manager of Operations and Facilities
Berkshire Botanical Garden
Stockbridge, MA

Summary

Berkshire Botanical Garden is seeking a dedicated and responsible professional for this full-time, year-round position to manage BBG's operations, its buildings and grounds, as well as to collaborate and coordinate with other senior management on strategic planning and capital projects. This key position supports the continued growth of and transformation of one of the oldest public gardens in New England and one of the Berkshires' premier cultural institutions. A flexible 40-hour work week will include some required evening and weekend work. The position is overtime eligible and provides benefits including paid health insurance and generous paid time off. S/he will report directly to the Executive Director.

About Berkshire Botanical Garden

Berkshire Botanical Garden was founded in 1934 as a local community resource, and to this day we pride ourselves on informing, educating and inspiring residents and visitors alike about the "art and science of gardening and the preservation of our local environment". Our focus has always been one of education, and today BBG offers year-round adult and youth education and programming both on site and in the greater region. BBG currently encompasses more than 24 acres of land acquired over time, including woodland areas, meadows, and cultivated areas showcasing native and non-native annuals, perennials, bulbs, shrubs and trees that thrive in our sometimes challenging growing environment. BBG features more than two dozen different garden areas, including fruit and vegetable production gardens, mixed borders, a pond garden, rose garden, cottage garden, and a unique collection of mature topiary, to name a few. BBG seeks to lead by example in protecting ecological resources, and limits the use of harmful chemicals while encouraging Integrated Pest Management (IPM) principles.

The Manager of Operations and Facilities and their team plays a leading role in managing and maintaining the buildings, grounds, and tangible assets of BBG. This includes the oversight of the fully-restored Center House, an 18th century building recently reopened to the public after a three year planning and construction period and a successful capital campaign. The building now offers new programming spaces including an art gallery, a horticulture and garden design library, and a teaching kitchen with adjoining classroom. There is also a Visitor Center with

garden shop and administrative office space, and an Education Building with additional classroom and conference space. The campus also includes numerous storage and outbuildings, in addition to three greenhouses overseen primarily by the horticulture team.

Our paid visitor season from May to October draws more than 20,000 local residents and tourists annually, with another 15,000 participating in education and special events throughout the year. The Garden is supported by a large and growing group of more than 1,200 members and several hundred active volunteers.

In 2019, BBG was successful in purchasing an adjoining five acre parcel of land, and has since developed a comprehensive Master Site Plan with the help of a design team from renowned landscape architects Nelson Byrd Woltz. The Master Site Plan will be implemented in stages in the coming years, and will significantly improve and transform the existing layout and land uses at BBG, with the goal of providing an even more exciting and beautiful garden experience to our many thousand annual visitors and learners.

Responsibilities & Duties

- The successful candidate will be an integral part of the management team at BBG and will lead a department that is essential to helping to support our strategic growth and development. S/he will play an important role in the implementation an ambitious multi-year master site plan and related capital improvements
- Hire, train and manage a crew of two Buildings & Grounds assistants (1 full time, 1 part time custodial position)
- Work as part of a team to maintain 24 acres of botanical garden grounds, including turf care, natural lands (woodlands, meadows) establishment and care, pathway repairs and maintenance, snow removal
- Oversee cleaning, maintenance and repairs of several buildings and greenhouses, electrical and painting, monitoring of heating/cooling systems and all temperature, fire, and security alarm systems
- Ensure that all BBG vehicles, equipment and tools are well maintained
- Coordinate and trouble-shoot all day-to-day Garden operations to ensure short- and long-term Garden goals are met, and an optimal visitor experience is maintained
- Manage periodic state or local inspections and ensure compliance with all federal, state and local regulations for safety and accessibility
- Coordinate and supervise repair and maintenance work done by outside vendors as needed
- Responsible for annual departmental budget, direct strategic planning related to infrastructure and operations, and report directly to the Executive Director
- Develop and implement plans, policies and procedures for BBG's operations, maintenance, construction and repairs, emergency and preparedness, staff and volunteer training and drills

- Support all on-site education, gallery exhibition, fundraising, and rental events throughout the year, including set up of furniture, tents, signage, sculpture, and temporary structures

Qualifications & Skills

- Minimum 5 years of experience in grounds or building maintenance, and team supervision required
- Ability to work with and perform routine maintenance and repair on vehicles, mowers, small motorized equipment required
- Basic computer skills (MS Office, Google Docs) to allow collaboration with other BBG departments as needed are required
- Carpentry and light plumbing/electrical skills preferred
- Knowledge of water pumps, pond and fountain care preferred
- Ability to safely use heavy/construction equipment (skid steer, tractors, aerial lift) strongly preferred
- Commercial pesticide applicator license, arboriculture training/licensing, and/or knowledge of natural lands work a plus
- Must be self-motivated, punctual, reliable, a team player, and able to see the “big picture”
- Must be able to meet deadlines and work under pressure, and must be able to multitask and prioritize competing work assignments effectively
- Position requires physical work indoors and outdoors, in all weather conditions
- Valid driver’s license required. Will need to drive the BBG truck and passenger van as needed.

The Manager of Operations and Facilities is a full-time, full-year, non-exempt position. BBG offers competitive benefits including paid health insurance and generous paid time off.

Berkshire Botanical Garden is an Equal Opportunity Employer and does not discriminate on the basis of race, gender, gender identity or expression, sexual orientation, religion, national origin, disability, age, veteran status, or any other protected status under federal, state, or local laws.

To explore joining our dedicated team in this critical role, please submit a cover letter and resume via email to: Thaddeus Thompson, Interim Executive Director, at: tthompson@berkshirebotanical.org. Qualified candidates will be contacted for telephone and in-person interviews.