



KNOXVILLE BOTANICAL GARDEN AND ARBORETUM **SECRET GARDEN INTERNSHIP**

Job Description

The Knoxville Botanical Garden and Arboretum is seeking a horticulture student intern to maintain its Secret Garden. The garden is inspired by two very special women who have left a legacy in Knoxville history: Frances Hodges Burnett, author of *The Secret Garden*, and Andrea "Andie" Ray, a leader in Market Square's resurgence and a dedicated preservationist. The Secret Garden contains several themed garden "rooms" enclosed by several varieties of hedging material. The intern's main area of responsibility will be the maintenance of the Secret Garden.

This position will begin in May of 2021 and conclude in October of 2021. This will be a full time, 40 hour per week position throughout the summer from May 13, 2021 through August 15, 2021 at a rate of \$12 per hour. This will be a part-time, 15 hour per week position during portions of the spring and fall semester.

Principle Responsibilities

- Performs in a safe and efficient manner the horticultural and other tasks required to develop, maintain and preserve the Garden's living plant displays and facilities.
- Specific garden duties may include: planting, pruning, watering, planting displays, weeding, plant propagation, and turf maintenance.
- Specific community building duties include: leads horticultural tours, volunteer engagement and management, assists with educational programs, and assists with special events.
- Assists with curatorial and plant documentation records, work reports and other records as required in the performance of assigned duties.
- Drives light trucks and tractors and operates tools and equipment such as line trimmers, lawn mowers, and rototillers as required in the performance of assigned duties.
- Ensures a clean and safe work environment at all times. Adheres to all safety rules, policies and procedures required by the KBGA and wears all required personal protective equipment.
- Performs other job-related duties assigned by the Director of Horticulture, including physical plant maintenance and preventative maintenance on tools and equipment.

Required Qualifications

- Currently enrolled in a Bachelor's program for plant sciences, horticulture, or a closely related field.
- A valid driver's license.
- **Willingness to learn** in proper horticultural practices and in the equipment used to undertake job requirements.
- **Excitement and interest** in gardening, horticulture, and other relevant topics.

To apply, email a cover letter and resume to Jim Richards at jim@knoxgarden.org