



Operated by the Vancouver Island Local History Society

Employment Opportunity

Head Gardener

- Wage: \$25/hour
- Hours: up to 25 hours/week (year round)
- Reports to: Executive Director

Job Summary

The Vancouver Island Local History Society seeks a Head Gardener to join the new management team at Point Ellice House Museum and Gardens. Point Ellice House is a National and Provincial historic site located in Victoria, BC. The Head Gardener is responsible for the general maintenance and development of the gardens and grounds at Point Ellice House. The Head Gardener will work with the Executive Director to develop a new garden plan for Point Ellice House that respects the heritage-designated nature of the gardens and landscape, but also includes innovative techniques such as permaculture and urban gardening. The Head Gardener will also collaborate with volunteers, curators and community members to create public education programs that recognize the gardens at Point Ellice House as a significant part of the site's history. This position would suit candidates with an interest in permaculture, historical gardening, BC history, native plants, food security, community building, collaboration, teamwork, and public education.

Positioned overlooking the scenic and historic Gorge Waterway, Point Ellice House is among the oldest homes in Victoria. Point Ellice House was designated a National Historic Site in 1966 and became a Provincial Historic Site in 1975. The house is also listed on the City of Victoria's heritage registry.

Main Duties & Responsibilities

- Carrying out a varied range of gardening duties, requiring a minimum amount of supervision
- Soil cultivation, digging, forking, mulching, watering, raking, weeding, litter and debris clearing, edging, pruning, seed sowing, bed preparation and planting
- Maintaining and cultivating lawns, garden beds, and paths; assisting with general maintenance (e.g.: snow removal; fencing)
- Safely using hand tools, horticultural machinery and power tools, such as lawn mowers, hedge cutters etc.

- Ensuring that all garden equipment is correctly maintained and serviced and kept in safe working order
- Ensuring a safe working environment for everyone working or accessing the garden, including volunteers
- Keeping tool sheds clean and tidy and tools stored securely at all times
- Using natural methods of plant protection and control, avoiding application of chemicals and pesticides where possible.
- Creating a monthly and annual budget for garden maintenance
- Undergoing training as required by the employer
- Participating in organizational strategic planning and developing annual plan for the gardens
- Providing oversight and direction to garden volunteers
- Collaborating with staff and volunteers in the development and implementation of garden-related programming
- Assisting staff with application to various granting bodies for financial support

Required Skills & Experience

- Minimum 3 years experience creating and maintaining gardens
- Horticultural and/or permaculture certificate
- Ability to do manual labour and heavy lifting (up to 60 lbs / 27 kgs)
- Ability to use a wide range of machinery and power tools
- Occupational First Aid Level 1+
- Good working knowledge of botany/horticulture
- Comfortable with work in all seasons
- Ability to self-motivate, work independently, and delegate tasks
- Demonstrated ability to work well in a team setting, including the ability to take direction
- Strong interpersonal skills
- Excellent written and verbal communication skills
- Excellent organizational skills; creativity and a desire to share knowledge
- Demonstrated experience with Microsoft Office, Google Suite, and/or related software

Preferred Skills & Experience

- Knowledge of permaculture design and approach
- Knowledge of or willingness to learn about historical gardening
- Knowledge of organic gardening methods and techniques
- Creativity and an eye for detail to enhance visitor experience
- Experience identifying and addressing pests and diseases
- Willingness to upgrade skills and knowledge as needed
- Ability to pass on knowledge and educate volunteers and other staff

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- Experience with volunteer programming and management
- Experience with food security and urban agriculture programming
- Demonstrated financial management experience

Interested applicants should email a cover letter and resume to Jobs@PointElliceHouse.com, Attention: Hiring Committee

Deadline for applications is April 29th by 5:00pm

The Vancouver Island Local History Society welcomes applicants from all backgrounds including, but not limited to: women; visible minorities; First Nations, Inuit, and Métis peoples; persons with disabilities; and persons of any sexual orientation or gender identity and expressions.

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.