



4001 S. Woody Mountain Road
Flagstaff, AZ 86005
928.774.1442
thearb.org

Job Title: **Gardens Manager**

Classification: Full-time; Non-exempt (hourly)

Reports to: Executive Director

Date: February 5th, 2026

About Us

Surrounded by ponderosa forest at 7,150 feet in elevation with spectacular views of the San Francisco Peaks, The Arboretum at Flagstaff is a unique destination, specializing in increasing the understanding, appreciation and conservation of plants native to the Colorado Plateau. Home to 750 species of plants, the beautiful 200-acre property consists of gardens, greenhouses, and woodland trails that are family and pet friendly. The Arboretum also hosts a number of special events, plant sales, concerts, wedding and facility rentals, youth and adult classes as well as features local artist works in our gift shop. To learn more about our non-profit organization, see thearb.org.

Position Description

The Gardens Manager plans, directs, and carries out the maintenance of all cultivated and natural areas of the Arboretum at Flagstaff. The gardens include sensitive and rare plant species, so the ability to properly identify plants is essential. The gardens are also integral to our visitor experience, special events and educational programs and thus, need to be developed and maintained with a high standard. This position supervises and trains seasonal Gardens Assistants and volunteers as well as works closely with all other Arboretum staff.

Primary duties include:

- Based on botanical garden standards, plan, direct and perform the seasonally appropriate maintenance activities (pruning, planting, weed control, watering, debris/litter removal, etc.) associated with each display garden, containers, pathways, parking lot and natural areas of the Arboretum.
- Carry out garden enhancement projects as needed including special cleanups, tree work, plant, rock and mulch installations.
- Safe and efficient equipment/tool operation including hand tools, power equipment, golf carts, tractor, truck, etc.
- Provide field training and supervision of (2) seasonal Gardens Assistants and a number of volunteers.
- Promote a culture of safety during work activities.

- Work with the Conservation Botanist to plan and document garden plantings based on the Living Collections Policy and historic records.
- Work with the Greenhouse Manager to determine propagation needs for the gardens and assist with greenhouse operations as needed.
- Work with the Facilities Manager as needed on equipment/facilities repair and maintenance.
- Work with all staff/volunteers to prepare the grounds for opening/closing season, special events and educational programs.
- Develop and implement an Integrated Pest Management (IPM) plan for pests and invasive weeds.
- Plan, direct, and lead garden activities with groups of volunteers, interns and/or staff.
- Work with vendors to obtain plants, materials and tools/equipment.
- Operate the automated irrigation system, including the clock, website, and app. Perform and/or facilitate irrigation repairs, spring turn-on and winterization.
- Ensure clear and proper signage on the grounds and create additional interpretive materials as needed.
- Winter work includes garden and collections planning, participating in snow/ice removal and working with the Greenhouse Manager on propagation efforts.
- Provide botanical, horticultural, ecological, and taxonomic information to members of the staff, public and media. Write articles for the member newsletters as well as community publications. Give workshops, lectures and tours as needed.
- All other duties as assigned and/or needed to ensure The Arboretum runs efficiently

Work Environment

This position operates in a professional office environment, off site venues and outside areas in all weather conditions. The Gardens Manager must regularly walk, stoop, raise arms above head, dig and shovel various materials; operate motorized and hand powered equipment/tools; and regularly lift and/or move objects up to 50 pounds and occasionally lift and/or move objects exceeding 50 pounds.

The Arboretum is located down 3 miles of dirt road that can be wash boarded, muddy, potholed and very challenging during inclement weather and between road grading. Thus, all staff must have reliable all-weather transportation.

Qualifications

We recognize that the qualifications required to excel in this position can come from a range of educational, professional and lived experiences. We strongly encourage anyone who feels passionate about this position and believes they have what it takes to succeed in this role to apply.

- College degree in horticulture, plant sciences, natural resource management, conservation, or related field or equivalent experience and education
- Experience in landscaping, garden care, restoration or related outdoor land/plant management required
- Ability and willingness to perform manual labor and work in all-weather conditions

- Strong plant identification skills and working knowledge of plant taxonomy, ecology and pests with a preference for experience with native plants of the Colorado Plateau
- Experience and education sufficient to apply knowledge of irrigation systems, display garden-specific horticultural practices, accurate record keeping, and care/selection of native, ornamental, and edible plant species
- Experience with Microsoft Excel, Access, Google Earth, and Google Suite
- Experience working with volunteers preferred
- Good leadership, interpersonal and customer service skills
- Ability to prioritize, work independently and as part of a team in a fast-paced environment
- Strong organizational, written and verbal communication skills
- Ability to work a flexible schedule that includes evenings and weekends as needed for Arboretum events
- Desire to pursue continuing education in the green industry and botanical garden management
- Must have a valid AZ Driver's License and reliable all-weather transportation

Compensation & Benefits

This is a full-time (35 hours per week) year-round position.

Compensation range: \$22.50-\$24.50 DOE

Benefits include:

- Flexible work hours and hybrid work opportunities as appropriate to each positon/season
- Generous Vacation, Sick and Holiday paid time off (PTO)
- Arboretum Cliff Rose Family membership
- SIMPLE IRA retirement plan with 3% match after qualifying period
- Discounts on merchandise, snacks and drinks in our gift shop
- Free tickets to Arb concerts
- Uniforms
- Team building and staff appreciation events
- Continuing education opportunities

Application Instructions

To apply, send a resume, cover letter, and three references (with email and phone contact information) to: apply@thearb.org. Questions about the position can also be sent to this email address. Applications will be reviewed beginning the week of February 16th, 2026. The position will remain open until filled. Please no phone calls.

The Arboretum at Flagstaff is an equal opportunity employer.