



# OAK SPRING

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GARDEN FOUNDATION

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osgf.org

## Biocultural Conservation Farm (BCCF) Biocultural Garden Manager Job Description

The Oak Spring Garden Foundation (“OSGF”) is a 501(c)(3) private operating foundation based in Upperville, Virginia with a mission to perpetuate and share Rachel Lambert Mellon’s home, garden, estate and Library to serve the public interest. The Foundation is dedicated to inspiring and facilitating scholarship and public dialogue on the history and future of plants, including the culture of gardens and landscapes and the importance of plants for human well-being. For additional information, please visit [www.osgf.org](http://www.osgf.org).

OSGF is accepting applications for a full time Biocultural Garden Manager position to work on our Biocultural Conservation Farm (“BCCF”) and in collaboration with our Local Education & Outreach (“LEO”) team.

Schedule:	Full-time, permanent position – Monday through Friday (40 hours a week), with some weekend and evening hours.
Compensation:	Starting salary is dependent on experience. Paid holidays, vacation and sick days are provided, as well as optional health/vision/dental insurance and a 403(b) package.
Location:	Upperville, VA; The Oak Spring estate is located in rural northern Virginia, 15 minutes from the nearest town.
To Apply:	To be considered for this position, please email a resume, cover letter and three professional references to <a href="mailto:hr@osgf.org">hr@osgf.org</a> with the subject line “ <b>Biocultural Garden Manager</b> ”. We will begin reviewing applications immediately and will continue until the position is filled. <b>Please note: applications submitted without cover letters will not be considered.</b>

## POSITION DESCRIPTION

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OSGF is now accepting applications for one full-time Biocultural Garden Manager to work on our Biocultural Conservation Farm as part of a dedicated and hard-working team. The selected individual will be responsible for a  $\frac{3}{4}$  acre Walled Garden space that includes the Children's Garden currently under construction, as well as the surrounding production beds that feature plants used for natural dyes, papermaking/fiber, dried flowers and medicinal herbs that are primarily used by the LEO team. A key additional responsibility will be to develop a new program for seed saving for heirloom vegetables that can be incorporated into the activities of the Biocultural Garden and LEO programs.

The role requires the candidate to be a highly organized, self-motivated and responsible person who is excited about educational gardens, historically and culturally significant crops, and growing beautiful plants!

The Biocultural Garden Manager will be in charge of monitoring the ongoing maintenance that the Walled Garden requires on a day-to-day basis. This may include but is not limited to; winter crop planning, bed preparation and planting, irrigation installation and maintenance, weeding, harvesting and drying materials for use by the LEO team, and landscaping such as mowing and weedeating in and around the garden. Additionally, this individual will be responsible for managing weekly volunteer hours in the space during the busy growing season of late April - late October - a program that started in 2024 and continues to grow each year.

This position will devote three full days per week to meet the responsibilities and goals of the position. Tuesdays - Thursdays will be allocated for Biocultural Garden management, but could change depending on weather or other large projects and events occurring at the Farm.

The Biocultural Garden Manager will be expected to also participate in other general farm operations including harvesting, planting, weeding, bed preparation, working one full weekend on a 7-week rotating basis and more. Working weekend hours conveys time off the following week. Holiday coverage will also be expected on an annual rotating basis with other team members. Although the schedule can change from week to week, the weekly schedule typically models the following:

**Monday** – Big harvest day with the rest of the farm team

**Tuesday** – Field Work/

*Biocultural Garden management Day 1 of 3*

**Wednesday AM** (split into smaller teams) –

*Biocultural Garden management Day 2 of 3*

*Volunteer Hours in the Biocultural Garden*

**Wednesday PM** – Field Work

*Biocultural Garden management Day 2 of 3*

**Thursday** –Field Work

*Biocultural Garden management Day 3 of 3*

**Friday** – Polytunnel Maintenance (AM)/Harvest + Field Work (PM)

## **RESPONSIBILITIES**

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- Create the annual crop plan for the Biocultural Garden production beds and the Children's Garden beds in collaboration with the LEO team and the BCCF Farm Director
- Work closely with the BCCF Greenhouse Manager on ensuring all seedlings needed for the Biocultural & Children's Gardens are ready for planting at the appropriate time
- Communicate regularly and work closely with the BCCF Farm Director and LEO Director to determine what tasks need to be prioritized weekly based on planting schedules, garden maintenance needs, outreach material needs, programs, tours, etc.
- Work closely with the BCCF Farm Manager to implement effective IPM strategies for the Biocultural Garden as needed
- Work closely with the BCCF Farm Director to determine the annual operating budget for all Biocultural Garden maintenance needs and operations
- Maintain the recently renovated Children's Garden space to include regular garden maintenance, landscaping (mowing, weed-eating, etc.), irrigation management and general hardscaping upkeep
- Develop a new program in the seed saving and growing of heirloom and endangered food plants with related opportunities for communicating their associated cultural stories. Grow the seed saving program in a sustainable and effective manner.
- Maintain meticulous records of all facets of the Biocultural Garden's production and usage to assist with annual reporting and strategic decision-making
- Assist LEO with youth programming in the Biocultural Garden as necessary
- Communicate with the OSGF Programs Director and short course/workshop instructors when plant materials are needed for programs
- Educate and train seasonal farm crew in various aspects of Biocultural Garden operations including garden maintenance, seed saving and processing, material harvest and more
- Manage weekly volunteer hours in the Biocultural Garden (typically Wednesday mornings and a few Saturdays) - training volunteers on tasks, overseeing work flow, and creating a positive environment that keeps volunteers wanting to come back
- Work with the rest of the BCCF team ~2 days a week doing various farm tasks such as harvesting, weeding, planting and more

## **PREFERRED QUALIFICATIONS**

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- Bachelor's Degree in a related field or equivalent experience
- 2-4 years experience working on an organic farm, in a public garden, or other garden setting.
- Demonstrated interest and passion for farming/gardening and growing food and/or functional plants.
- Excellent time-management, communication and organizational and problem-solving skills.
- Dependable, collaborative and flexible team player.
- Ability to meet physical requirements of working outside, in varied weather conditions (including extreme heat and cold) in a working farm setting.
- Ability to do repetitive tasks for long periods of time (i.e. weeding, mulching, harvesting).

- Demonstrated experience leading volunteers or other team members in a management role.
- Ability to work quickly, efficiently and thoroughly in every assigned task.
- Ability to work independently and also as part of a team.
- Ability and willingness to operate machinery.
- Ability to exhibit safe and responsible conduct in outdoor environments.
- Ability to lift at least 50 pounds.
- Must have a Driver's License and a reliable method of transportation to and from work.
- Candidate must pass a background check to be eligible for this position.
- A great attitude!

## **WORKING CONDITIONS**

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This position works mainly on the BCCF, although occasional work elsewhere on the OSGF property will convey. The BCCF Garden Manager must be comfortable working both indoors and outdoors, in extreme temperatures of Virginia's ecological environment, and more.

Days can sometimes feel long, even though we keep to an 8-hour day, and the work can be strenuous. For the right individual this work is incredibly rewarding and fulfilling!

## **TO APPLY**

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To be considered for this position, please email a resume, cover letter and three professional references to [hr@osgf.org](mailto:hr@osgf.org) with the subject line "**Biocultural Garden Manager**". We will begin reviewing applications on a rolling basis and will continue until the position is filled. Applicants are encouraged to apply early as we are seeking to fill this position as soon as possible. **Please note: Applications submitted without cover letters will not be considered.**

*Oak Spring Garden Foundation is an equal opportunity organization and will not allow discrimination based upon age, ancestry, disability, gender identity, national or ethnic origin, race, religious belief, sex, sexual orientation, marital status, political belief, or veteran status.*