

The Mark Twain House & Museum

Job Description --- Gardens Coordinator

Classification: Part-Time (0-20 hrs per week)

Stipend: \$3,000 per year

Reports to: Beatrix Fox Auerbach Director of Collections

Job Summary:

Gardens: The Gardens Coordinator for the Mark Twain House & Museum (MTH&M) is responsible for the care, maintenance, and historical accuracy of the MTH&M's eleven garden beds which the property all play an important part of interpreting the House's history and telling the story of the Clemens family in Hartford. Regular maintenance done by all volunteers involves planting, mulching, watering, pruning & trimming, clean up, etc. Volunteers are not responsible for lawn mowing, leaf clean-up, snow removal, or major tree maintenance.

The Gardens Coordinator is responsible for the Purchase of plant materials, supplies, and tools within the budget set each year and will submit receipts for reimbursement to the Director of Collections

Volunteer Coordination: The Garden Coordinator is responsible managing up to ten volunteers to work in the gardens from April through mid-November. The Garden Coordinator must be on site when other volunteers are working. Volunteer hours are reported to the Director of Collections.

Connecticut Historic Gardens: The MTH&M is a proud member of the Connecticut Historic Gardens (CTHG) group. While the Director of Collection acts as the Museum's representative at the CTHG's meetings, the Garden Coordinator may be tasked with CTHG related projects and events.

Qualifications:

- Active Master Gardener certification through UCONN
- 2-3 years of garden maintenance experience & can demonstrate knowledge of plant care
- Willingness to be creative while working within the historic constraints of the Clemens' era
- Excellent communication & interpersonal skills
- Physical requirements include ability to lift 50lbs, squatting, bending, kneeling, climbing stairs and a step ladder, walking on uneven surfaces, standing for extended periods of time, etc.

Schedule: 0-20 hrs./week, as seasonally needed. Onsite hours only during museum operating hours, Sunday-Saturday, 8:30 am - 4:30 pm. Off-site hour requirements (e.g., supply purchasing) at the discretion of Gardens Coordinator.

The Garden Coordinator must have the ability to work successfully with all people in contact with the organization without regard to race, color, religion, sex, age, sexual orientation, national origins, or disabilities.

Disclaimer:

This description indicates the general aspects of the position and is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications of this position. Management may add to or modify the duties of this position or designate other functions as essential at any point in time.