



Indianapolis Cultural Trail, Inc
Director of Horticulture and Landscape

Organization Description

The eight mile Indianapolis Cultural Trail: A Legacy of Gene and Marilyn Glick is an internationally recognized linear park that seamlessly connects cultural districts, neighborhoods and destinations while also serving as the downtown hub for the city's greenway network. The Cultural Trail will open an additional two miles in 2024 and has become the way by which most people experience downtown Indianapolis and is managed and operated by Indianapolis Cultural Trail Inc, a 501(c)3 non-profit organization.

Indianapolis Cultural Trail Inc (ICT) is a team of motivated and enthusiastic individuals that take great pride in what we do with and for the community. We have a flexible work environment and encourage big ideas and creative thinking. We work with volunteers and community partners to help carry out our mission and are grateful for generous contributions from donors to ensure the Trail is beautiful and accessible for everyone.

Job Description

The Director of Horticulture and Landscape is a creative leader who sets the vision and philosophy of the Cultural Trail's horticulture and landscape as the public gardens along the Trail are an essential element of the Cultural Trail experience. The Cultural Trail includes over five acres of gardens, more than 500 trees, stormwater planters, public art, lighting and other public amenities. This role oversees a growing team that ensures all physical assets of the Indianapolis Cultural Trail provide the best possible experience for visitors today and generations to come.. Experience with leading teams and managing budgets is essential as is landscape and horticulture experience. This is a full time, salary, exempt position that is a part of the organization's leadership team and reports to the executive director.

Work Environment

This leadership position is both public facing and hands on when needed. The work will be both indoors and outdoors, both in the office and out on the Cultural Trail, and will be largely self-directed. The typical work week is Monday through Friday during normal business hours, with occasional after hours and weekend work.

Essential Duties

- Desire to be part of a team oriented organization that values people, innovation, teamwork and public good.
- Set vision and philosophy for horticulture and landscape maintenance program
- Initiate long term and annual planning for horticulture and maintenance program
- Evaluate and adhere to Cultural Trail maintenance and horticulture standards and practices including sustainable management best practices

- Lead ICT horticulture and operations and maintenance team, including hiring, training and management of this team, coach/develop performance for success
- Lead Cultural Trail operations including annual and seasonal maintenance program, manage daily work assignments
- Lead small to midsize capital repair construction projects
- Interface with ICT board, committees, Trail users, volunteers and members of the public including Trail adjacent property owners and city staff
- Determine appropriate use of vendors and manage vendors as needed including procurement, consultants and contracted work
- Responsible for assessing impact and damage and potential remediation solutions
- Collaborate with adjacent developments and project manage when appropriate
- Create and manage annual budget to effectively achieve horticulture and maintenance goals
- Work effectively as a member of a team
- This is a critical job for the organization as this position is responsible for the overall user experience on the Cultural Trail.

Other Duties

- From time to time there may be other opportunities important for the role and organization but are not specifically listed in essential duties
- Engage with volunteers and organizational partners
- Be a public ambassador for the Indianapolis Cultural Trail: A Legacy of Gene and Marilyn Glick and our programs to board members, donors and city officials
- Responsible for maintenance of shop, tools, equipment and company vehicles

Required

- Associates or Bachelor's degree in horticulture, landscape architecture, construction, urban design or planning, park management or related field of study. Experience in lieu of education will be considered.
- Minimum of 5 years applicable experience with a preference for experience working in a public setting
- Proven ability to lead and direct the work of others to complete general projects, including, but not limited to staff and volunteers, is required.
- Creative, innovative thinker who is a self starter and a team player
- Working knowledge of budget development/management and forecasting.
- Demonstrated ability to communicate effectively at all levels; must enjoy and feel comfortable interacting and working near the general public, in a safe and friendly manner, answering questions.
- Ability to coordinate a variety of unrelated functions and handle multiple projects concurrently.
- ISA certified Arborist or ability to obtain one
- Possess or have the ability to obtain an Indiana Pesticide Applicators License (3b)
- Knowledge of plant identification, care, maintenance, selection, insect and disease diagnosis and treatment

- Thorough understanding of different components and basic design requirements of automatic irrigation systems, or ability to learn
- Ability to read and understand construction blueprints and landscape plans
- Working knowledge of safe operating procedures for various types of landscape maintenance equipment and power tools
- Must possess and maintain a valid driver's license.

Preferred

- Knowledge of basic construction, trail/roadway maintenance and repair, mechanical, drainage, irrigation, and stormwater management
- Experience with managing parks or other places of recreation or open to the general public or accessible 24/7
- Experience with multiple stakeholder groups
- Experience working with public and/or private development projects
- Understanding of bike/pedestrian infrastructure standards and best practices

Compensation

\$60,000 - \$85,000, annually. Compensation will be commensurate with experience.

Benefits

ICT offers a variety of benefits including health, dental and vision insurance, retirement plan and employer match, flexible work environment, company paid holidays, and generous paid time off. A full benefits package will be included upon request or during the interview process.

To Apply

Qualified applicants should send resume and letter of interest to jobs@indyculturaltrail.org, or

Director of Horticulture and Landscape
Indianapolis Cultural Trail, Inc
132 W. Walnut Street,
Indianapolis IN 46204

If submitting via email, please list "Director of Horticulture and Landscape" in the subject line.

Applications will be accepted through February 8th or until the position is filled.

Indianapolis Cultural Trail Inc is committed to diversity among our staff and is an equal opportunity employer. ICT participates in E-Verify. Offers of employment are contingent upon a background check including the sexual offender registry as ICT employees regularly engage with the public.

Job Posted

January 17, 2024