

### **Organization Description**

The 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 downtown hub for the city's greenway network. The Indianapolis Cultural Trail includes 5 acres of lush gardens, a vibrant art and culture program and is open and accessible 365 days a year. The Trail 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**

This full time, salaried, exempt position will be a part of the operations and maintenance team, which is responsible for the maintenance, beautification and preservation of the Trail. The Horticulturist will focus on day-to-day horticulture activities and perform landscape maintenance along the Trail. The Horticulturist reports to the Director of Horticulture and Landscape.

### **Work Environment**

This position will be hands-on, mainly outdoors, and largely self directed. Work needs to be completed in a professional and friendly manner as this role is often the face of the organization to many people who use the Cultural Trail. The typical work week is Monday through Friday during normal business hours, with occasional weekend work. There will be a significant orientation period so that the role can become familiar with the regular maintenance needs and tasks of the Indianapolis Cultural Trail: A Legacy of Gene and Marilyn Glick.

### **Primary Responsibilities- 75% of position**

- Plan and initiate garden tasks related to maintenance, design, and installation on the Trail, with work including mulching, weeding, pruning, and planting of trees, shrubs, and perennials
- Day-to-day monitoring for horticulture operation needs on The Trail's existing landscape, which contain trees, shrubs, native and non-native perennials plantings, and stormwater planters
- Monitor The Trail for drip irrigation damage/issues and perform minor repairs
- Monitor Trail for litter, hardscape damage, and safety issues and investigate solutions in collaboration with fellow operations staff.
- Collaborate with team to improve and enhance Trail operations and standards of excellence
- Diagnose and treat pest problems with most up-to-date IPM strategies and in compliance with applicable pesticide applicators licensing for the state of Indiana
- Work with Director of Horticulture and Landscape to create vibrant plant palettes and garden designs for both new and replacement plantings

### **Secondary Responsibilities- 25% of position**

- Coordinate with the ICT Volunteer Coordinator and the Director of Horticulture and Landscape to create work plans to host corporate and public volunteer groups to accomplish horticultural maintenance tasks along The Trail
- Host and lead groups of corporate and public volunteers on Trail maintenance and installation task such as weeding, pruning, planting, general cleaning, and more
- Assist fellow staff in implementing various other programmatic elements hosted by the organization.

Indianapolis Cultural Trail Inc  
**Horticulturist**  
Indianapolis, IN



All ICT employees serve as ambassadors for the organization and interact in a positive way with Trail users and the general public in downtown Indianapolis. As ICT is a growing organization; team members typically take on other duties as assigned when needed.

**Requirements**

- BS in Horticulture, plant sciences, or related fields OR at least two years equivalent work experience
- ISA Certified Arborist or ability to become one within 1.5 years
- Indiana Registered Pesticide Applicator or ability to become in 6 months
- Ability to work both independently and within a team environment
- Ability to build and maintain relationships with general public, vendors, and community members
- Passion for working in a high profile and public setting is critical for this position

**Physical Abilities**

- Able to lift items up to waist height weighing 50 lbs and push items weighing up to 100 lbs
- Able to reach and grasp with arms and hands
- Able to stand, crawl, crouch, stoop, squat and kneel for prolonged periods of time
- Ability to obtain and maintain an Indiana driver's license
- Able to safely operate a variety of vehicles, including trucks, trailers, utility vehicles, bicycles, and electric bicycles
- Comfort in using a variety of tools and equipment including hand tools, power tools, and gas powered tools including weed whackers, leaf blowers, chainsaws, and more
- Ability to safely work in all types of weather conditions

**Preferred**

- Experience with Google Suite applications
- Strong experience in plant identification and maintenance
- Experience with irrigation systems
- Flexible, collaborative, and adaptable in a fast-paced and public-facing work environment
- Public speaking abilities
- Experience in leading and working alongside groups of volunteers

Compensation

\$45,000-\$52,000, annual salary

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](mailto:jobs@indyculturaltrail.org), or mail to: "Horticulturist"

Indianapolis Cultural Trail, Inc  
132 W. Walnut Street,  
Indianapolis IN 46204

If submitting via email, please list "Horticulturist" in the subject line. **Applications will be accepted through Thursday, May 23** or until the position is filled.

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**Horticulturist**  
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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.

**Diversity Commitment**

Indianapolis Cultural Trail Inc is committed to diversity among our staff and is an equal opportunity employer. It is our policy to recruit, hire, train, promote and administer any and all personnel without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, gender identity or expression, physical disability, or any other legally protected basis.