

## The Oak Spring Garden Foundation

### Head of Plant, Garden and Landscape Programs

The Oak Spring Garden Foundation ([osgf.org](http://osgf.org)) seeks a **Head of Plant, Garden and Landscape Programs** to envision, plan, budget and manage a portfolio of distinctive, high-quality programs in the sciences, humanities and arts that are focused on plants, gardens and landscapes and that will take place on the Oak Spring estate in northern Virginia. The portfolio of programs (short courses, conferences, workshops etc.) will leverage the diverse assets of the Oak Spring Garden Foundation: i) a magnificent 700-acre landscape, including a small sustainably managed farm, ii) a world-class formal garden, iii) a unique formal greenhouse, iv) the spectacular historical collections of the Oak Spring Garden Library, and, v) on-site residential accommodation for groups of up to 20 people. The goal is to develop impactful and fulfilling engagement opportunities for audiences ranging from the general public, to established and early career artists, conservationists, land managers, scholars and scientists.

The role requires strong subject matter expertise in one or more areas relating to plants, gardens and landscapes, combined with exceptional creativity, energy and good judgement. Programs at the Oak Spring Garden Foundation are still in their formative stages. Working closely with the President and the Head of Residency & Fellowship Programs the successful applicant will play a key role in setting a young, fiscally stable, private operating foundation, with a staff of 60 people, on a programmatic path for future success.

The role requires a highly motivated, dependable and collaborative team player with a sophisticated knowledge of plants, horticulture or land management, including how plants and horticulture relate to the humanities. A Masters or PhD degree in plant science, horticulture, conservation biology or other appropriate subject area is preferred. Hands-on experience in working with plants will also be important. Responsibilities include management of staff as well as external contractors. Experience in planning, managing and tracking budgets and a minimum of 4-years of management experience will be advantageous. Salary will be commensurate with experience. Complete job description at: <https://www.osgf.org/opportunities>

The Oak Spring Garden Foundation is a private operating foundation ([osgf.org](http://osgf.org)), located west of Washington, D.C. in the rural Virginia Piedmont, on the former private estate of Paul and Rachel Lambert “Bunny” Mellon. The Foundation’s mission is to inspire fresh thinking and bold action on the history and future of plants, including practical horticulture, the art and culture of gardens and landscapes, and the importance of plants for human well-being.

Please send a letter of application outlining your qualifications and experience, a full c.v. and the names of four referees to [hr@osgf.org](mailto:hr@osgf.org). Review of applications will begin October 1<sup>st</sup> 2020, and will continue until the position is filled.

*The Oak Spring Garden, LLC is an equal opportunity employer. All applicants will be considered for employment without regard to race, religion, color, national origin, gender, age, sex, gender identity, veteran, disability status or other applicable legally protected characteristics.*

<b>Job title:</b> Head of Plant, Garden and Landscape Programs	
<b>Reports to:</b> President	
<b>Manages others:</b> Yes	
<input checked="" type="checkbox"/> <b>Full-time</b> <input type="checkbox"/> <b>Part-time</b>	<input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Nonexempt</b>
<p><u>Summary of Position:</u></p> <p>Reporting to the President of the Foundation, the <b>Head of Plant, Garden and Landscape Programs (HP&amp;G)</b> will envision, plan, budget and manage an annual portfolio of distinctive, high-quality programs in the sciences, humanities and arts that are focused on plants, gardens and landscapes and that utilize the diverse assets of the Oak Spring Garden Foundation. These assets include: i) a magnificent 700-acre landscape, including a small sustainably managed farm, ii) a world-class formal garden, iii) a unique formal greenhouse, iv) the spectacular historical collections of the Oak Spring Garden Library, and, v) on-site residential accommodation for groups of up to 20 people. Responsibilities of the HP&amp;G will also include management of staff as well as external contractors.</p> <p>The portfolio of programs will emphasize one-day and multi-day short courses, but will also include conferences, seminars, workshops, and planning meetings. Additionally, there will be four days each year when the Oak Spring estate is open to the public. Programs will be delivered mainly on-site at Little Oak Spring but will also include some off-site outreach (e.g., exhibits, public lectures) as well as on-line programming. The audience for programs will range from the general public, to artists, conservationists and land managers working locally, nationally, or internationally. Programs will include collaborations with early career, as well as internationally renowned, scholars and scientists. The goal is to develop meaningful, impactful and fulfilling engagement opportunities for broad audiences.</p> <p>Programs will be closely coordinated with the other departments at Oak Spring including the Library team, the Garden team, the Biocultural Conservation Farm (BCCF) team, and the Conservation, Arboriculture and Landscape team. Close coordination and the Head of Residency &amp; Fellowship Programs (HRFP) will also be crucial. The BCCF and residency programs are both located on the Rokeby Farm portion of the Oak Spring Garden Foundation estate adjacent to Little Oak Spring.</p> <p>The role combines the responsibilities of a program director/program officer, with those of an education specialist, while also including management of the Hospitality team. Since the development of programs at the Oak Spring Garden Foundation is still in its formative stages the successful applicant will have opportunities for institutional leadership as well as considerable latitude in developing distinctive world-class programs. Working closely with the President of OSGF, the HP&amp;G will play a key role in setting a young and evolving private operating foundation, with a staff of 60 people, on a programmatic path for future success.</p>	
<p><u>About the Oak Spring Garden Foundation:</u></p> <p>The Oak Spring Garden Foundation is a private operating foundation, located a little over an hour west of Washington, D.C. in the rural Virginia Piedmont between the Blue Ridge and Bull Run Mountains, on what was once the private residential estate of Paul and Rachel Lambert “Bunny” Mellon. A devoted horticulturist, gardener and collector, Bunny Mellon cultivated an impressive collection of books and art objects over the course of her life that now form the core of the collections of the Oak Spring Garden</p>	

Library. These collections informed the design and development of her own garden, as well as other important gardens, including the Rose Garden at the White House.

While the 700-acre estate has a long and interesting history, the Oak Spring Garden Foundation (OSGF) is a young organization that has only existed in its current form for four years. The current President, Sir Peter Crane FRS, reports to small but distinguished Board. The Foundation's mission is to inspire fresh thinking and bold action on the history and future of plants, horticultural practice, the art and culture of gardens and landscapes, and the importance of plants for human well-being. Its activities toward providing a public benefit include the sustainable management and stewarding of a 700-acre landscape, as well as the other legacies of Mrs. Mellon, which include a significant endowment, the formal garden, the library and substantial residential accommodation.

#### Role and Responsibilities:

The Head of Plant, Garden and Landscape Programs (HP&G) will be responsible for envisioning, planning, budgeting and managing an annual portfolio of engaging, inspiring, distinctive and high-quality programs in the sciences, humanities and arts that are focused on plants, gardens and landscapes utilizing the assets of the Oak Spring Garden Foundation.

The role requires an individual with strong subject matter expertise in one or more major areas relating to plants, gardens and landscapes. This person will need energy, creativity and good judgement and a strong commitment to translating ideas into world class initiatives, and then executing them to a high level of excellence. Along with the President, and the Head of Residency & Fellowship Programs (HRFP), the HP&G will be a primary champion for Oak Spring's diverse programs in the areas of plants, gardens and landscapes.

The annual roster of activities will include a selection of programs conceived and developed by the HP&G, in consultation with the Oak Spring team, as well as workshops, conferences and short courses selected by a competitive external application/solicitation process.

The HP&G will coordinate closely with the (HRFP) to ensure excellent and productive synergy between programs on the Little Oak Spring and Rokeby portions of the Oak Spring estate. This will include close collaboration on logistics, as well as working together to strengthen and maintain OSGF's growing network of program participants, facilitators, and alumni. Together with the President the HP&G and HRFP will be the primary driving forces behind the future development of the Foundation's programs.

The HP&G will also work closely with the Head Gardener, to ensure the seamless integration of the Garden into distinctive programming that highlights the Garden as a core programmatic asset.

A further key relationship will be with the Head of the Library, to develop innovative and inter-disciplinary programs that leverage the unique assets of the library. The Oak Spring Garden Library contains works focusing on horticultural practice, as well as the historical development of plant exploration, and horticulture, garden and landscape design.

At Little Oak Spring, the programmatic opportunities include: i) residential programs for groups of less than 20 people; ii) one-day on-site and off-site programs; iii) four annual public open days. On-site programs will have a special emphasis on short courses directed at artists, researchers and working on projects that address plants, gardens and landscapes, but will also include a range of conferences, seminars, workshops, and planning meetings. Groups undertaking on-site programs are generally focused on the history and future of plants, horticultural practice, the art and culture of gardens and landscapes, and the

importance of plants for human well-being. The HP&G will be responsible for managing the Hospitality team who are primarily responsible for guests visiting Little Oak Spring.

Off-site activities will include a small number of public events, both locally and further afield, as well as exhibits and online programs. The HP&G will be expected to assist with content provision for these activities.

The HP&G will work closely with the President and the Heads of other units at Oak Spring to ensure coordination and cohesion across all OSGF programs, and that programs are scheduled in a way that balances use of OSGF facilities and staff time.

The HP&G will work closely with the President and the Head of Finance, Personnel and Administration on the preparation, tracking and management of the annual work plan and budget for all programs on Little Oak Spring. Additionally, the HP&G will be responsible for the preparation of summary documents for presentation to the Board in May and November.

#### Qualifications

- Degree in botany/plant science, horticulture, or conservation biology/land management: Masters or PhD preferred.
- Significant knowledge of plants, horticulture, or land management, including hands-on experience in working with plants.
- Demonstrated aptitude for leadership.
- A minimum of 4-years of management experience is preferred, but not essential.
- Experience leading or administering educational programs in a formal setting, such as a school or university, and/or in an informal setting, such as a museum or education center.
- Experience in planning, managing and tracking budgets.

#### Skills and Knowledge

- A sophisticated knowledge of plants and horticulture combined with broad interests, including how plants and horticulture relate to the humanities and social sciences.
- Enthusiastic about developing partnerships with local organizations that have a mission relevant to that of OSGF. Interest in developing the reputation of OSGF internationally.
- Ability to write and administer reports that convey the quantitative and qualitative outcomes of Little Oak Spring programs.
- Highly motivated, dependable and collaborative team player with a results-orientated world view and the ability to work both independently and collaboratively.
- A flexible and adaptable self-starter with the ability to conceptualize and deliver a creative and exciting roster of programs on Little Oak Spring.
- Exceptional problem-solving and organizational skills, including the ability to prioritize and manage multiple projects simultaneously and to take responsibility for carrying them through to completion.
- The ability to relate respectfully and well to people and manage a small, flexible, permanent, team as well as contractors engaged in various aspects of program delivery on Oak Spring.
- Strong written communication skills with the ability to write creatively, while also having the ability to prepare business correspondence as well as more technical documents for strategic planning and reports.

- Strong oral communication skills with the ability to communicate effectively, and with empathy, with staff, residents, guests and the public.
- Strong commitment to fostering a culturally-diverse and inclusive work environment.
- Strong commitment to sustainability and ethical environmental stewardship.
- Strong commitment to the obligations of a private operating foundation to deliver public benefits, to make a positive public contribution and to work for a better society.
- Proficiency in Microsoft Word, Excel, Powerpoint, and various Adobe applications (including illustrator).
- Valid driver's license or ability to acquire one within 30 days of employment.
- Willingness to work a flexible schedule that will occasionally include evenings and weekends.

#### Working Conditions

Position is both indoors and outdoors. The HP&G must be comfortable sitting for long periods of time, working in an office on a computer, typing, reaching overhead, bending, pushing, pulling and repetitive tasks. Additionally, the HP&G must be comfortable outdoors, overseeing events and guests across multiple locations on the estate. The estate is located in a rural landscape and the HP&G must be comfortable walking on uneven surfaces, up hills, stairs and walking significant distances outdoors. The HP&G should also be comfortable lifting 20 lbs.