



Buffalo Olmsted Parks Conservancy, Inc.

Job Description

Position Title:	South Park Arboretum Curator
Reports To:	Director of Park Administration
Supervises:	0 – 5
Requirements:	City of Buffalo residency Valid NYS Driver's License

Position Summary:

The Buffalo Olmsted Parks Conservancy, Inc.'s Curator oversees the South Park Arboretum in helping developing and maintaining the tree collection, manages grounds management staff, developing work plans, overseeing volunteer programs, overseeing contracted work for construction and maintenance, assisting with plans and proposals to generate revenue, developing arboretum interpretive programming, public speaking, and maintenance of a GIS-based tree inventory.

This position is exempt according to the Fair Labor Standards Act and the NYS Department of Labor rules and regulations. The workweek includes flexible schedules depending on the workload and area assigned, with some weekend and holiday work. This position may be required to respond to emergency, on-call situations.

Major Duties and Responsibilities:

- Guide the development and management of collections, landscapes, garden displays, and nurseries.
- Direct the design, installation, and horticultural maintenance of arboretum gardens and landscapes.
- Manage plant collecting/propagation, plant records, collection mapping, and record labeling, and electronic record keeping using BG-Base software.
- Ensure that plant collections and transactions are compliant with state, federal, and international regulations for certified arboreta.
- Oversee botanical interpretive labeling in displays and landscapes.
- Manage insect and pest control programs. Ensure that arboretum is compliant with local, state, and federal regulations.
- Manage horticultural tools and supplies, inventory, maintenance, proper usage, and safety.
- Supervise and train Horticulture staff and Volunteers.

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Job Description – Arboretum Curator (Continued)

- Manage outside vendor contracts.
- Schedule work for Horticulture staff. Provide clear and concise staff evaluations.
- Demonstrate a continued interest and advancement in public horticulture and network with other arboretums and public gardens.
- Coordinate facility and maintenance department, including building and grounds operations, staff, and financial budgets.
- Develop and implement departmental financial budgets.
- Serve as a member of the BOPC senior management team. Coordinate programs, events and activities with Executive Director, Director of Planning and Advocacy, Director of Operations, Director of Park Administration, Development team, Education staff, and additional personnel as needed.
- Provide research and information on plants, botany, and horticulture to the public, media, staff, and volunteers. Give tours and presentations. Writes articles for publications.
- Participate in professional organizations as a representative of BOPC
- Perform additional duties and/or assume additional responsibilities as delegated by the Director of Park Administration.

Qualifications and Attributes:

- ISA Certified Arborist required.
- Minimum of an Associate's Degree in Horticulture, Forestry, Arboriculture, Environmental Science or related field.
- Minimum of 3 years of practical experience in managing and caring for a living collection of woody plants. Thorough working knowledge of modern curatorial standards for woody plants.
- Proven leadership experience and track record of quality and effective employee management; desire to be in a senior role with enhanced responsibilities, and to proactively lead a team of employees.
- Knowledge of, and willingness to develop, preferred and professional methods, best practices, techniques and requirements for forestry maintenance and upkeep as to Olmsted standards for facilities, grounds, gardens, features and equipment.

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Job Description – Arboretum Curator (Continued)

- Ability to instruct with hands-on engagement to direct, motivate and mentor employees for their continued growth and productivity. Willingness to self-improve, learn and increase own performance or related credentials.
- Ability to form and lead a team, make appropriate job assignments, monitor progress, discipline as needed, monitor staff progress, and communicate effectively and respectfully with Senior Staff.
- Capacity to lead by pitching in and to quickly resolve problems and formulate solutions that are equitable, efficient and practical. Able to make key decisions swiftly, and is consistent at following policies and procedures. Working knowledge of different tree species' classification, life history, life and soil requirements, adaptation to new environmental conditions and resistance to disease and insects.

Buffalo Olmsted Parks Conservancy, Inc. is committed to diversity in the workplace. Buffalo Olmsted Parks Conservancy, Inc. is an equal opportunity employer. This job description is subject to change at any time and does not constitute a contract of employment.

Updated January 19, 2018