



POSITION DESCRIPTION

URBAN FARMING PROGRAMS MANAGER

Vizcaya Museum and Gardens is a National Historic Landmark and accredited museum in Miami, Florida (www.vizcaya.org). The Urban Farming Programs Manager is a new position that launches as the restored 12-acre historic Vizcaya Village opens to the public. This role works to engage local communities and students with urban farming and create dynamic opportunities for broad and specific audiences through programs and partnerships. This position manages the weekly Vizcaya Village Farmer's Market by coordinating vendors and partners, overseeing operations and budget, and incorporating experiences for various audiences. The position is on the Engagement & Cultural Resources Team in the Community Partnerships, Programs & Interpretation (CPPI) Department and reports to the Director of CPPI.

Vizcaya is owned by Miami-Dade County and is operated by the non-profit Vizcaya Museum and Gardens Trust, Inc. Our mission is to preserve the estate's cultural and environmental resources to engage people in connecting with the past, understanding the present and shaping the future. Our vision is to position Vizcaya as an enduring, inclusive and innovative place that inspires people to embrace the cultural vitality and environmental sustainability of the world around us.

Essential Functions

- Cultivate and manage community-based partnerships and initiatives supporting a community-centered landscape (social programs, community plots, etc.).
- Manage Vizcaya Village Farmer's Market ongoing initiative and correlating projects.
- Manage, evaluate, and sustain the ongoing relationship between Vizcaya and Urban Oasis Project, our Market liaison.
- Prepare and execute annual operating Agreements between VMGTI and partnering organizations.
- Develop and monitor Farmer's Market budget with Director Community Partnerships, Programs & Interpretation.
- Seek and identify new partnership opportunities; Field and evaluate vendor or external partner requests and propose to project team for review.
- Develop and manage programs, vendors, and activations for weekly Farmer's Market.
- Collaborate with peers to implement engagement strategies and produce curriculum for school students and teachers.
- Assess potential family engagement, create programs meeting their interests and needs, and strategize outreach toward local networks.

- Collaborate with peers to develop urban farming and ethnobotanical learning programs for university students and faculty.
- Provide urban farming centered training for Learning Program Facilitators and volunteers.
- Collaborate with Urban Farming Horticulturist to cultivate and manage community resources and village offerings.

General Responsibilities

- Achieve meaningful and timely actions that advance Vizcaya's mission, vision and strategic plan.
- Help to sustain and grow Vizcaya's revenues and participate in pursuing funding opportunities.
- Proactively promote communication, collaboration, and customer service.
- Engage in internal committees as appropriate and complete assigned tasks in a timely manner.
- Recommend hiring, discipline and promotion of your direct reports; review and approve payroll, leave and overtime; set annual employee goals and evaluate performance.
- Create and manage your budget; ensure you and your direct reports understand and comply with Vizcaya's policies and procedures; review the work of your direct reports for accuracy and appropriateness.

This job description is not designed to be comprehensive; duties, responsibilities and activities may change at any time with or without notice.

Position Requirements

- At least 3 years of work experience teaching in a formal or non-formal setting and/or planning and managing educational programs in a botanical garden, nature center, museum.
- At least 2 years of experience with civic engagement projects or community-based partnerships in an academic or cultural setting.
- Some experience with urban farming and gardening techniques.
- Excellent teaching and mentoring skills, comfortable engaging new audiences and working with children and adults.
- Knowledge of or the ability to learn about a variety of edible tropical and subtropical plants.
- Demonstrated communications, project management and financial management skills.
- Positive attitude, good interpersonal skills, flexibility and commitment to collaboration, customer service, strategy and innovation.
- English fluency.
- Proficiency with Microsoft Office.

Factors Vizcaya Will Consider When Evaluating Applicants and Determining Compensation

- Additional relevant work experience, training, certification and education.
- Public garden or urban farm management experience.
- Spanish, Haitian Creole and other language skills.

Compensation

Vizcaya Museum and Gardens offers competitive compensation with generous paid leave, retirement benefits, and robust medical and other insurance for full-time employees. Salary will be based on the selected candidate's experience and skills. The anticipated compensation is approximately \$60,200 for someone meeting the requirements of the position to approximately \$66,000 for someone exceeding them.

Work Environment/Physical Demands

This position's work will be a combination of settings including administrative office work and being outside in varying climatic conditions, including heat and humidity. The position requires sitting, climbing, balancing, stooping, kneeling, crouching, and crawling. This position requires the ability to stand for extended periods of time and to safely traverse uneven surfaces. Ability to perform hands-on garden related work in a variety of weather conditions, including heat and humidity. This position is public-facing and involves interacting with community members, children, partners, donors, vendors, contractors and other constituents on and off-site. Vizcaya is a non-smoking environment.

Position Type/Expected Hours of Work/Schedule

This is a full-time (40 hours per week), exempt position, typically **Sunday -Thursday**. Periodic evening and weekend work is required.

To Apply

Please submit a resume and a cover letter expressing your interest in this position to: HRVizcaya@vizcaya.org. Please reference the position title in the subject line of your email.

Equal Opportunity Employer

Vizcaya Museum and Gardens is committed to equity and inclusion and is engaged in a strategic process to ensure that our staff, Board and volunteers reflect our community's diversity. Vizcaya welcomes applicants from groups that are underrepresented in cultural organizations and seeks to recruit, develop and retain a diverse workforce.

Vizcaya Museum and Gardens is an equal opportunity employer. Vizcaya respects people of all backgrounds and does not discriminate based upon race, religion, color, national origin, ancestry, sex, pregnancy, childbirth, sexual orientation, gender identity, gender expression, age, marital status, familial status, status as a protected veteran, status as an individual with a disability, status as a victim of domestic violence, dating violence or stalking, or other applicable legally protected characteristics protected by law.

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