



## **POSITION DESCRIPTION**

### **HORTICULTURE INTERNSHIP**

Vizcaya Museum and Gardens is a National Historic Landmark and accredited museum in Miami, Florida ([www.vizcaya.org](http://www.vizcaya.org)). The Horticulture Intern is a hands-on position that performs general landscape maintenance duties and assists in ensuring the effective care of horticultural displays and living collections. The position is on the Engagement & Cultural Resources Team in the Horticulture & Sustainability Department and reports to the Senior Horticulturist and Horticulture Manager.

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.

#### **Job Summary:**

The Horticulture Internship is a 12-month internship focusing on horticultural tasks but will spend a scheduled amount of time in each department at Vizcaya to gain an awareness of managing a historic property and public garden. The Intern will work on an ongoing, mutually agreed horticulturally based project of their interest during the internship term. Participation in departmentally provided professional development opportunities including field trips, connecting with other South Florida public horticulture professionals, plant purchasing, and public outreach are a critical part of the internship. Generally, the internship will commence in the fall and conclude the following summer season but start and completion dates are flexible and may be adjusted to meet the intern's needs as required.

#### **Essential Functions**

- Participate in and learn daily hands-on grounds maintenance related activities.
- Under the guidance of Horticulture staff conduct and record fertilizer, pesticide, and herbicide applications.
- Maintain, independently and under supervision, all landscaped areas, and natural areas to desired standards.
- Provide lawn care including cutting, trimming, fertilization, and weed/pest control as directed.
- Work with a wide variety of hand tools and landscape power equipment.
- Under supervision or independently manage volunteer teams on various garden-related tasks.
- Plant, cultivate, maintain, and harvest edible landscapes under direction.

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

### **Learning Opportunities**

- Orchid care and cultivation
- Living collections care, recordkeeping, and collection management
- Urban farming and edible plant cultivation
- Interpretation, including signage, art installations in a garden setting, and public programming.
- Daily care required to maintain and improve a European inspired garden.
- A holistic awareness of public garden operations.

### **Position Requirements**

- High school diploma or equivalent, and at least 1 year of collegiate level course work in landscape horticulture, public horticulture, or a closely related field.
- Capable of carrying up to 50 lbs. and working outside in all weather conditions, able to stand for extended periods of time and safely traverse uneven surfaces.
- Ability to work independently as required or as part of a group, and availability to work an occasional weekend or evening.
- Capable of applying pesticides or herbicides under supervision.
- Understanding of and experience with general landscape maintenance practices.
- Positive attitude, good interpersonal skills, flexibility and commitment to collaboration and customer service.
- A passion for horticulture, plants, and the natural world.
- English fluency.

### **Factors Vizcaya Will Consider When Evaluating Applicants and Determining Compensation**

- Additional relevant work experience, training, and education.
- Additional experience in horticulture and landscape techniques including fertilization and weed control.
- Horticulture Professional Certificate or, in lieu of a Certificate, at least one additional year of the above experience.
- Spanish, Haitian Creole and other language skills.

### **Compensation**

Vizcaya Museum and Gardens offers competitive compensation, generous paid leave, retirement benefits, and robust medical and other insurance for full-time employees. Compensation will be based on experience and skills. The salary for employees meeting the requirements of this position is \$20/hour.

### **Work Environment/Physical Demands**

The majority of work is done outside in varying climatic conditions that include excessive heat and humidity. The position requires sitting, climbing, balancing, stooping, kneeling, crouching, and crawling. The position requires the ability to stand for extended periods of time and to safely traverse

uneven surfaces. The position frequently lifts and/or moves up to 50 lbs. The position works with typical landscape maintenance equipment and materials. The position involves some interaction with the public, community members, partners, donors, vendors, contractors, and other constituents. Vizcaya is a non-smoking environment.

**Position Type/Expected Hours of Work**

This is a full-time (40 hours per week), non-exempt position. The internship will extend up to 12 months, the length of which will depend upon the successful candidate's needs and schedule. Start and end dates are flexible but in general will commence in the fall and conclude the following summer. Periodic evening and weekend work may be required.

**To Apply**

Please submit a resume to: [internship@vizcaya.org](mailto:internship@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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