

**Position:** Horticulture Supervisor, Cockrell Butterfly Center

**Employment Status:** Full Time, Salary

**Job Summary:**

The Cockrell Butterfly Center at HMNS is home to over 1,500 butterflies as well as various reptiles and birds, and consists of a three-story rainforest conservatory, insect zoo, as well as greenhouses and containment rooms, which are not open to the public.

The Horticulture Supervisor maintains a healthy tropical environment for the plants and animals in the rainforest exhibit in addition to overseeing daily plant care in our greenhouses and outdoor education gardens. The Horticulture Supervisor ensures that proper upkeep and maintenance is performed on the greenhouses, rainforest exhibit, and other associated equipment as needed while ensuring all USDA-APHIS regulations are being adhered to.

This position works closely with the Greenhouse Horticulturist, Greenhouse Biologist and other Cockrell Butterfly Center staff, and reports to the director of the Cockrell Butterfly Center.

**Essential Job Duties and Responsibilities:**

- Oversee and perform daily care and maintenance of outdoor gardens and plants in greenhouses and rainforest exhibit including but not limited to watering, fertilizing, pruning, and pest control while maintaining animal health
- Propagate plants for use in our conservatory, outdoor gardens, and other associated areas
- Schedule and oversee regular maintenance on greenhouse and conservatory systems
- Manage plant sales in the Museum Store
- Supervise volunteers and staff working in areas associated with the position
- Plan and implement major projects and horticulture maintenance in the rainforest exhibit and outdoor gardens as needed
- Perform regular sanitation and ensure safety protocols are being followed
- Interact with the public on regular basis
- Ensure all USDA-APHIS regulations are being adhered to in designated spaces
- Perform “opening duties” such as clearing paths and watering plants
- Prepare yearly budget for areas associated with position
- Be present for and assist with large events
- Present outreach programs and other educational demonstrations to the public as needed
- Prepare and present lectures or classes relating to horticulture
- Other duties as assigned

**Knowledge, Skills and Abilities:**

- Bachelor’s degree or higher, preferably in horticulture, biology, or other life science/agriculture fields
- Educational requirements can be substituted with exceptional leadership and horticulture experience
- Five years of experience in a tropical-based horticulture position preferred
- Tropical plant knowledge and irrigation experience is a plus!
- Strong work ethic and attention to detail
- Excellent organizational, interpersonal and communication skills

**Requirements:**

- Access to a vehicle
- Able to work some designated weekends and holidays

- Able to spend several hours on their feet and work in outdoor conditions
- Able to sit, stand, bend, stoop, and occasionally lift and/or carry items weighing up to 50 pounds
- Must be able to arrive to work on time
- Must have a proven track record of reliable punctuality and attendance
- Must comply with the museum's health and safety protocols

**Perks of Working at HMNS Include:**

- Medical, dental, vision, and life/disability insurance offered to full-time employees following 60-day waiting period
- 401K plan enrollment available to eligible employees who complete one year of service
- Free Individual HMNS Membership
- Free access to museum exhibits, Butterfly Center, Burke Baker Planetarium, Giant Screen Theater and satellite facilities
- Discounted programming including museum summer camp
- Free staff parking
- Predominately daytime hours (some evenings may be required)

**Application Instructions:**

Resumes will be accepted through **July 12, 2024** and can be submitted in the following ways:

- By email to [jobs@hmns.org](mailto:jobs@hmns.org)
- By mail to HR Department, HMNS, 5555 Hermann Park Drive, Houston, Texas, 77030
- In-person by dropping off your application materials c/o HR at the Museum Service desk at HMNS in Hermann Park

No phone calls, please.

HMNS does not respond to inquiries regarding application status.

**The Houston Museum of Natural Science is an EEO Employer.**

**Houston Museum of Natural Science, 5555 Hermann Park Drive, Houston, Texas 77030**