
Garden Shoppe Manager

Use your skills to make a difference with visitors at the Edison and Ford Winter Estates -- one of the most-visited historic home sites in the country and a key historic and cultural landmark in southwest Florida. A National Register Historic Site open to the public since 1947, the site contains more than twenty acres of historic buildings and gardens, including the winter homes of Thomas Edison and Henry Ford, their botanical laboratory, and a 15,000 square foot museum.

Job Summary

The Garden Shoppe Manager is responsible for the hands-on implementation and management of the Garden Shoppe. As a result, this full-time position must have demonstrated ability and experience in garden center operations, retail sales and merchandising, as well as care of tropical plant varieties in a venue with large public visitation. This position reports to Horticulture Director.

Schedule/Hours

Edison Ford Garden Shoppe is open 7 days a week year-round with evening hours during the holidays and other special events throughout the year. Regular public daytime hours are 9 AM - 5:30 PM. This is a full-time, non-exempt position with benefits. Five-day work week with occasional hours including nights, weekends and holidays. Overtime hours with prior approval from the Horticulture Director may occasionally be required.

Essential Job Responsibilities

- Manage the operation of the Estates Garden Shoppe which focuses on public awareness of the historic Edison and Ford and tropical plants. Retail sales are an important component of the Shoppe operation and merchandise may also include appropriate garden items (ordered in coordination with the Museum Store Manager) and some non-historic plants.
- Works closely with the Propagation and Procurement Manager to purchase, price, tag and receive inventory for retail sales in the Garden Shoppe including both plants and other garden hard goods
- Create signs to identify merchandise so customers can be educated in their plant purchases
- Supervise the Volunteers and support staff related to the Garden Shoppe.
- Serve as irrigation coordinator for the Garden Shoppe.
- Assist Horticulture Director in Educational Garden Talks.
- Responsible for creating new areas of revenue and involvement.
- Inventory done yearly assisting Finance and Museum Store Manager.
- Keep Garden Shoppe organized and neat for public tours and sales.
- Other related duties and responsibilities as assigned.

Supervisory Responsibilities

- Directly supervises the Garden Shoppe staff as well as special assignments with other members of the garden staff for special projects.
- Directly supervises the Volunteers who work in the Garden Shoppe.

Minimum Requirements

- 5 years' experience in a public garden or similar environment, with management of garden and/or retail staff.
- Certification or extensive experience in horticultural trade.
- Demonstrated strong organizational skills.
- Demonstrated strong communication skills.
- Demonstrated experience in management and an ability to establish and maintain effective working relationships.
- Demonstrated ability to write label copy to identify plants as well as on occasion to develop proposals, education materials, grants, and special projects, etc.
- Demonstrated ability for financial accountability in program areas and budget goal management on a monthly basis.
- Demonstrated experience in a work environment that requires flexibility and teamwork.
- Knowledge of Florida/Tropical plant varieties.
- Knowledge of accepted public garden practice especially as it relates to safety, public access and maintenance of gardens.
- Experience working with irrigation systems.
- Experience and ability to work with a variety of garden and horticulture tools including equipment for pruning, edging, chipping, trimming, tractors, and a variety of garden tools.
- Experience and ability to maintain tools.

Physical Demands and Working Conditions

- Regularly must stand, walk, sit, reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds.
- Contact with internal and external customers, vendors, outside agencies and the general public.
- Occasionally exposed to adverse weather conditions, including wet and/or humid conditions, extreme cold and extreme heat.
- May be required to work hours other than the regular schedule including nights, weekends, and holidays.