



**Job Title: Elizabeth Lawrence House & Garden Curator**

Wing Haven Foundation

Part - Time (28 hours per week Wednesday - Saturday)

Reports to: Wing Haven Garden Curator

**About Wing Haven**

Wing Haven is dedicated to cultivating sanctuary in nature, environmental stewardship, and the legacy of Southern horticulture. We have three public gardens on nearly four acres in Charlotte, North Carolina. Together these three properties—Wing Haven Garden & Bird Sanctuary, SEED Wildlife & Children’s Garden, and the Elizabeth Lawrence House & Garden—welcome visitors of all ages to discover and learn, as we seek to inspire a passion for the natural world. Wing Haven is a 501(c)(3) non-profit organization. To learn more, visit [winghavengardens.org](http://winghavengardens.org).

**Position Summary:**

Working closely with the Wing Haven Garden Curator, the Elizabeth Lawrence House & Garden Curator has overall responsibility for the Elizabeth Lawrence Garden. The position of Curator is primarily responsible for maintenance and upkeep of the garden. Additionally, maintaining a digital plant records database system, overseeing data input, and ensuring that all plant labels are accurate and legible. The garden curator will be asked to provide programming for garden enthusiasts as well as programming requests by the Elizabeth Lawrence Advisory Committee.

**Responsibilities:**

Elizabeth Lawrence House & Garden (ELH&G)

- Oversee needed maintenance of the ELH&G following procedures outlined in the House & Garden Management plan, along with Operations Manager
- Identify efficient watering schedules for the property based on weather and time of year
- Pruning and identifying/controlling weeds
- Maintain and update the garden maintenance manual and plant database, and keep records on plant performance
- Prioritize and present house repairs and maintenance as needed, working closely with the Operations Manager
- Serve on the ELH&G Advisory Committee
- Regularly communicate with The Garden Conservancy as outlined in the House & Garden Management plan
- Provide legacy plants and seeds for the plant sales in April and October
- Assist with biannual plant sales as a resource to staff and nursery volunteers
- Coordinate volunteer work days and supervise volunteers in the garden
- Greet visitors during regular open hours and special events
- Lead group tours as needed
- Occasional event setups

### Conservation Easement Monitoring

- In collaboration with The Garden Conservancy, regularly update and implement a comprehensive garden management plan in keeping with the garden's conservation easement, held and monitored by The Garden Conservancy
- Coordinate annual in-person conservation easement monitoring with The Garden Conservancy.
- Provide necessary reports, photographs and documentation to The Garden Conservancy upon request
- Use reports, historical data, and baseline documentation to ensure compliance with easement standards and terms of condition are upheld

### Historical Preservation

- Maintain the historic Elizabeth Lawrence studio, library and garden, ensuring its relevance as a resource for scholars and enthusiasts
- Help preserve and interpret the historical significance of the Elizabeth Lawrence House & Garden
- Utilize the historical information resources to inform the maintenance of the garden's history, plant species and design elements

### Adult Education Programming

- Conduct a workshop and lecture for Wing Haven each year
- Conduct classes and/or other speaking engagements representing Wing Haven; hours for this outside of the weekly work schedule will be determined and agreed upon
- Suggest speakers/teachers/experts for Wing Haven Adult Education to the Director of Education & Community Engagement

### Other

- Be an active presence, Elizabeth Lawrence expert and representative at Wing Haven events as requested
- Be an ambassador for Wing Haven
- Assist in grant writing, reporting, and fundraising efforts to support garden initiatives

### Position Requirements:

- Master Gardener's certification preferred or a BS degree in horticulture or equivalent
- Excellent gardening skills and knowledge of plant material
- Willingness to work with digital plant records database systems
- Excellent organizational skills with attention to detail and ability to multitask
- Interest in historic properties desired
- Plant propagation experience - preferred
- Excellent research and writing skills
- Team oriented and able to work well with others including staff, volunteers, and visitors
- Willingness to work in a team setting with the Wing Haven Garden Curator and the two full-time gardeners on special projects
- Physical activity requiring lifting and carrying (ex. 40-pound bags of mulch, etc.), climbing ladders, and other gardening tasks
- Must be able to serve all guests equally regardless of their age, disability, national origin, religious belief, veteran status, race/color, genetic information, marital status, gender identity and/or sexual orientation
- Must have a valid driver's license and be able to successfully pass a criminal background check
- Willingness to work outdoors, regardless of conditions
- Willingness to drive the company's van, if needed

Wing Haven is committed to creating an inclusive, diverse, equitable and accessible culture where the contributions of all community members are valued, respected and appreciated. We invite and welcome people of all abilities, backgrounds, races, religions, cultures, ages, genders and sexual identities. Just as a garden requires ongoing cultivation and tending, Wing Haven pledges to continually reflect on and adapt IDEA (Inclusion, Diversity, Equity & Accessibility) principles.

Candidates must be authorized to work in the United States with legal documentation requirements. Wing Haven is a drug and tobacco free workplace.

To apply, send resume and cover letter to: Wing Haven, att: Garden Curator Position, 260 Ridgewood Avenue, Charlotte, NC 28209 or online [admin@winghavengardens.org](mailto:admin@winghavengardens.org)

No phone calls.  
Please apply by May 28, 2024