



Annmarie Sculpture Garden & Arts Center

13470 Dowell Road, Solomons, MD 20688

Title: **Assistant Grounds Manager** **Deadline to apply: August 26, 2021**

Compensation: full-time position; \$18-24/hr, depending on experience;
35 hours/week averaged out over course of the year;
eligible for health insurance benefits, vacation & sick leave;
eligible for retirement savings program after 1 year of service

Schedule: Typical schedule is Tuesday-Saturday, 7am-3pm, with some flexibility
Shift hours will be explained in detail at interview;
Schedule will include special events and rentals, including some weekend and evening events

How to apply: submit an Annmarie Employment Application, resume, and three work references (application available at <http://www.annmariegarden.org/annmarie2/node/48>), to Annmarie Garden. Send application packet to 13470 Dowell Road, Solomons, MD 20688, or email complete application packet **AS ONE PDF FILE** to jobs@annmariegarden.org.

*****We will contact the applicants that we are interested in interviewing. Thank you for your understanding!**

Introduction: Annmarie Garden seeks a hard-working and team-oriented Assistant Grounds Manager (AGM) with a background in landscaping and maintenance, and familiarity with the materials, equipment, tools, procedures and practices of grounds keeping. Annmarie is a busy site, with a variety of programs and activities. The Assistant Grounds Manager must be committed to serving the community and creating a beautiful and welcoming park for all guests.

Job Summary: AGM works closely with Grounds Manager to perform a variety of duties associated with overall care and maintenance of the 50-acre property, including caring for landscaped areas, native beds, lawns, woods and trails, and the outdoor sculpture collection. Additional duties include: operating and maintaining a variety of equipment and vehicles, and following appropriate safety protocols; carefully following the guidelines for working in and around outdoor sculpture; learning how to properly clean the sculpture; assist with special projects, including light carpentry, painting, and construction work; assist with gallery and classroom set up; clean bathrooms and offices. AGM works all major events and assists with a wide variety of event-related duties, including extensive event set-up, event parking management, event clean up, and more. AGM is assigned additional maintenance and repair duties as needed. Must be able to work independently and with little supervision. This is a physically demanding position.

Special Event & Rental Schedule: Annmarie Garden has numerous weekend and/or evening programs and events including: Fairy Festival (April), Antique & Flea Faire (May), Mud Day (June), Green Expo (June), Artsfest (Sept), Halloween (October), and Garden In Lights (December). Depending on the size of the event, part or all of the Grounds staff are expected to work. In addition, Grounds staff may sign up to work private evening rentals, which include a gratuity.

PHYSICAL DEMANDS

Requires daily strenuous physical effort to perform manual work involving walking over rough terrain, uneven terrain, repeated bending, climbing, stooping, stretching, reaching and lifting objects up to 50 pounds. Work requires using hand and power tools and operating various pieces of equipment. Must be able to climb ladders, including extension ladder, for grounds work and event prep. Work requires sufficient physical strength, agility, endurance, dexterity and hand-eye-foot coordination to perform all essential duties. Subject to exposure to pesticides, other toxins, insect bites, stings, and disease pathogens. Job requires the ability to work outside in all weather conditions, with excessive heat, cold, rain, dust, and dirt.

CERTIFICATES, LICENSES, REGISTRATIONS

Maryland Driver's License; safe driving record; and proof of insurability.

WORK ENVIRONMENT

Work may expose employee to potential chemical hazards; potential biological hazards; and potential physical hazards. Work requires the use of safety clothing and equipment, and compliance with safety rules and procedures, as needed.

Minimum qualifications & experience: High school diploma or GED equivalent. Minimum of three years work experience or relevant training required.

Special requirements:

Operation of Garden owned equipment and vehicles, including riding mower, chain saw, weed eater, backpack blower, etc. Subject to background investigation.

Equal Opportunity Employer

May 25, 2021