

## **Hidden Lake Gardens Michigan State University**

**Position:** Conservatory Assistant

**Work Schedule:** 12 months, approximately 30 hours per week, including weekend coverage.

**Purpose:** To assist the conservatory manager in maintaining the conservatory complex, gazebo gardens, bonsai collection, visitor center plant display, and plant production areas.

### **Duties:**

Horticultural – watering, planting, re-potting, weeding, pruning, fertilizing, propagating, mulching, labeling, deadheading flowers and foliage, pest identification and control.

Weekend Coverage – Open/close conservatory to public, assist with visitor center needs (room set-up, weddings, emergencies, etc.), weather station data, bonsai storage temperature monitoring, general conservatory operations monitoring.

Custodial – sweeping, mopping, pot-washing, composting, shading, window washing, general maintenance of greenhouse structures.

Special Events – set-up, take down, planning, and/or staffing Spring Bulb Show, Art of Bonsai, Holiday Festival/Evening of Lights, or other HLG events.

### **Physical Requirements:**

- Ability to stand, walk, stoop, bend, crouch, or work on knees for long periods of time.
- Ability to lift 50 pounds.
- Comfort and ability to use a ladder to prune trees, hang or remove baskets or planters, hang lights or decorations, or maintain greenhouse structures.
- Comfort and ability to work in all weather conditions indoors and outdoors: hot and cold temperatures, sun and shade exposure, humid and windy conditions, etc.

### **Position Requirements:**

- State of Michigan Driver License.
- Work experience in green industry – greenhouse and/or conservatory setting preferred.
- Organizational skills; ability to multi-task and work on several projects simultaneously.
- Excellent work ethic and attitude.
- Ability to work independently as well as within a team.
- Ability and willing to engage visitors in a courteously answering questions and assisting when needed.
- Ability to work weekends and occasional evenings.
- Ability to occasionally monitor or lead student interns, volunteers, or other staff.

### **Desired Qualifications:**

- Pesticide Applicator License.
- College degree/work experience in horticulture, botany, environmental science, or similar field.
- Problem solving skills.
- Design experience in annual display beds, container displays, flower/bulb shows.
- Supervisory/leadership experience working with student interns and/or volunteers.

**To Apply:** Send a cover letter, resume, and contact information for three references to:

Manager  
Hidden Lake Gardens – MSU  
6214 Monroe Road  
Tipton, MI 49287

Or email to [hlg@msu.edu](mailto:hlg@msu.edu)  
Or fax to 517-431-9148