HANCOCK SHAKER VILLAGE INC.
POSITION DESCRIPTION
HEAD GARDENER / CSA MANAGER

Job Title: Head Gardener / CSA Manager

Reports to: Director of Farm and Facilities

Description: Head Gardener / CSA Manager is in charge of sustainable vegetable and herb production, harvest and distribution for Hancock Shaker Village’s CSA and Café. We currently have about 2 acres in annual vegetable production, with the capacity to supply a 70-80 member CSA. In addition the Head Gardener / CSA Manager is responsible for heirloom seed saving, the care of the medicinal herb garden, orchards, and several educational and decorative gardens on the property. Our farm serves as an educational resource to the community and the Head Gardener / CSA Manager plays a leading role in these efforts by mentoring interns, partnering with schools and nonprofit organizations and presenting the working farm to the public through workshops and tours. This position has the opportunity to propose and direct special projects that are compatible with institutional goals. Salaried, year round position with benefits. One weekend day required. Schedule will vary according to museum needs- but is generally Tuesday-Saturday.

Required: The ideal candidate will be a highly organized self-starter with a demonstrated ability to sustainably cultivate modern and heirloom vegetables and herbs in high tunnel and field and coordinate their harvest, storage and distribution. They will have the physical, practical, and organizational skills necessary to maintain both annual and perennial gardens and orchards and have experience with soil building, fertility management, and sustainable pest, disease and weed control practices. Strong communication skills and the capacity to teach and inspire are essential, as well as the ability to successfully train and manage staff and volunteers. Experience with operating farm equipment, using planting and cultivation tools and maintaining irrigation systems is important.

Primary Duties:

- Creation of annual vegetable and herb planting plan, seed saving plan, succession planting plan, cover crop plan, crop rotation
- Ordering of seeds, supplies and equipment
- Seed starting and high tunnel propagation of vegetable, herb and perennial starts
- Watering, fertilizing, hardening off starts
- Preparation of high tunnels and fields for planting
- Managing temperatures in high tunnels
- Seeding and transplanting in high tunnels and field
- Setting up and breaking down trellis systems for various crops
- Creation of annual vegetable and herb planting plan, from ordering seeds through harvest and distribution.
- Seed starting and high tunnel propagation of vegetable, herb and perennial starts
- Preparation of high tunnels and fields for planting
- Implementing sustainable weed, pest and disease management in fields and high tunnels (row covers, plastic mulch, leaf mulch, IPM practices, organic fertilizers, amendments, beneficial insects, organic fungicides and insecticides)
- CSA management, including coordinating harvest, washing, storage and distribution of crops for weekly CSA pick-ups (typically June-October), sale to café, and donation
- Planting and maintenance of medicinal herb garden and other educational and decorative gardens on property
- Record keeping and note taking as applies to farm and garden, crop rotation, planting plan, crop health and yield notes, harvest schedules, harvest quantities, seed saving, soil health, fertilization schedules, watering schedules, fungicide and insecticide application records
- Work with development, curatorial and education staff to plan special projects, develop and present workshops, give tours, and create intern curriculum.
- Recruit, hire, train and manage staff, volunteers, and interns
- Work with Director of Farm and Facilities and Livestock Manager to identify potential projects, areas of growth and needed equipment upgrades for farm, research and pursue grant funding with assistance from development staff