

Canada Blooms Horticulture Director

Term:

This is a full-time position.

Nature of Position:**Horticulture, Design and Administration**

- Responsible for the follow-up, solicitation and involvement of Garden Builders at Canada Blooms
- Responsible for the development of a plant material plan, including ordering, maintaining (if needed), placement and installation, coordinate and assist with the planning and installation of Feature Gardens, assist with move-in and move-out of the Feature Garden floor and other areas
- Coordinate and assist with the planning and installation of Feature Gardens
- Assist with move-in, and move-out of the Feature Gardens and other areas
- Source and negotiate with vendors for the selection and forcing of plant material
- Completing other tasks related to Feature Gardens, will be required from time to time.

Examples include:

- Update Feature Garden Manual and all requisite 'forms'
- track return of all forms to ensure that everyone is meeting criteria set by show, facility and provincial legislation
- organize/schedule volunteers to assist with unloading trucks and plant placement throughout Festival Post CB update all final plant orders and send invoices, provide a financial accounting to the GM of all costs associated with the plant materials offered at the show (includes brokers, shipping, forcing facility rental and plant materials)
- Works in partnership with the Design Committee to design and create a world-class flower and garden show, Canada Blooms, which meets and exceeds the expectations of show visitors, as well as the creative execution of the event and the entire visitor experience.
- Special attention will be paid to all common areas of Canada Blooms, including general décor, lighting, aisles, restaurants, show signage and sign standards.
- Assist in the development of floor plans, stage, traffic-flow considerations, entrance/exit consideration, and maximizing the space for the presentation of the feature gardens.
- Work with Sponsorship Director to provide deliverables in sponsorship contracts
- Solicit the Horticulture and Landscape Industry for paid sponsorships and in kind donations
- Ensure all invoices are properly accounted for
- Attend Canada Blooms Board meeting when required
- Provide post show written reports highlighting a summary of the current show and recommendations for future shows

Qualifications

- Post-secondary school diploma in Horticulture or closely related field from a recognized college or university AND five years' experience in professional horticulture
- An excellent working knowledge of botanical horticulture and the broad range of plants typically found at Canada Blooms

- Good practical knowledge of proper horticultural practices, pest and disease identification and mitigation, and landscape construction, with a good overall command of the tools and equipment necessary to perform these tasks.
- Demonstrated ability to organize, prioritize, and multi-task in a fast-paced, challenging environment.
- Demonstrated leadership, organizational ability, and experience in coordinating, supervising, motivating and directing staff.
- Demonstrated ability to use computers and the Microsoft Office suite of programs in providing basic planning lists, reports, and correspondence to the Canada Blooms Management Team.
- Excellent interpersonal, communication and customer service skills required.
- Must be able to perform physically demanding work on an ongoing basis including walking and standing, often on hard surfaces, bending, pushing, pulling, carrying, and lifting up to 20 kg.
- Working knowledge of the Occupational Health and Safety act and other applicable safety legislation, rules, policies and procedures, including the Ontario Pesticides Act.
- Basic knowledge of curatorial procedures and plant records is a plus.
- Valid class “G” Ontario Driver’s License with an excellent driving record.

Accountability:

Directly accountable to the General Manager and works in partnership with committees and staff.

Hours of Work:

Time commitment for this position varies throughout the year with increased commitment beginning in September to April. It is expected this person will be on site each day of Canada Blooms, including set-up, at the Enercare Centre.

Compensation:

The remuneration for the Horticultural Director is a full-time salary in an appropriate pay band.