

Adkins Arboretum - Director of Public Engagement

Job Description

Compensation: \$60,000 - \$65,000/year

The **Director of Public Engagement** is a full-time position at 37.5 hours/week, with paid time off/vacation, sick leave, holidays, and winter break (December 24 - December 31). Most work days will be Monday through Friday, but on occasion and for special events, weekend work will be requested.

One week of paid time off begins at six months, and two weeks start after one year of employment. Employees accrue ten sick leave days annually and can carry over the balance yearly.

Health Insurance is available at 75% of the cost, and a 3% match is made to employee contributions to the Adkins Arboretum Simple 401k Plan.

There are opportunities for occasional remote work, but the position requires mostly in-person attendance.

Adkins Arboretum is one of the few botanical institutions focused on conserving and promoting the flora of the Mid-Atlantic Coastal Plain. The Arboretum's collection comprises 400 acres of native plant communities in cultivated gardens and successional patterns of meadows, old fields, young hardwood forests, mature bottomland forests, and wetlands.

As a significant natural, educational, and cultural resource, the Arboretum serves as a model for preserving and restoring indigenous plant communities and promoting the appreciation and use of native plants.

By viewing the roles native plants play through the lens of natural history, ecology, and art, Adkins Arboretum seeks to engage a broad audience interested in many aspects of the environment—from habitat for wildlife to ecosystem processes.

The workplace culture is collaborative, creative, and multifaceted. Team members wear many hats and are supportive of each other. Exceptional hospitality and engagement with the Adkins team - staff and volunteers, visitors, instructors, students, program partners, vendors, and everyone we engage with is paramount.

The **Director of Public Engagement** reports to the Executive Director. They will design, facilitate, promote, and support a broad range of programs, events, and guest engagement to provide exceptional experiences in nature and promote native plants. Key engagement areas include:

Adult Programs

Seek, schedule, and support stellar instructors and speakers for public programs and the biennial Maryland Master Naturalist Program. Administer Volunteer Program to help volunteers find their niche within the organization.

Special Events

Create and facilitate annual events, including Yarnstorming, Native Plant Cafe, Forest Music, Beer Garden, Fairyfest, Plein Air Adkins, and the Leon Andrus Member Event, with support from the Executive Director and Adkins Team.

Community Outreach

Support local HOAs through field experiences, community presentations, and communication as Project Manager of the “Naturally Better Landscaping: Phase II” project in partnership with ShoreRivers.

Youth Programs

Provide oversight and support for the Youth Program Coordinator.

Qualifications:

A bachelor's degree from an accredited institution in horticulture, environmental science, arboriculture, or a related field is preferred. Experience with public gardens/arboreta and an affinity and passion for the mission of public gardens/arboreta must be demonstrated.

Excellent organizational, time management, leadership, and written and oral communication skills are required. Creativity and comprehension of horticulture, ecology, and art are essential. Knowledge of landscape design, interpretation, Arc GIS Pro, and people management experience is a plus.

The Adkins Arboretum is committed to a policy of equal employment opportunity and welcomes a pool of diverse candidates.

To apply, please send a current resume and letter of introduction to the Executive Director, Ginna Tiernan, at gtiernan@adkinsarboretum.org.

Organization Background

Adkins Arboretum was established in 1980 as the state arboretum for Maryland. The Arboretum became an independent non-profit with a long-term lease of state land in 1998, maintaining a visitor's center, 400 acres of meadows, woods, wetlands, and over five miles of paths. An 18-member Board of Trustees governs the Arboretum. A modest endowment provides support in addition to grants, donations, and membership and program fees.

Located in rural Caroline County on Maryland's Eastern Shore, the Arboretum is 90 minutes from the Baltimore-DC Metropolitan Area. It is the only arboretum or public garden that focuses solely on plants native to the Mid-Atlantic coastal plain. The Arboretum provides a diverse habitat that supports more than 600 species of native shrubs, trees, wildflowers, grasses, and ferns.

Visitors come to the Arboretum from the surrounding Caroline, Queen Anne's Talbot, and Kent counties. Visitors also come from Delaware and areas west of the Bay Bridge, including Anne Arundel County, Calvert County, Baltimore County, and Washington, DC. Approximately 28,000 people visit the Arboretum each year. More than 1,200 are members, and over 4,000 participate in youth programming. These numbers continue to grow.

The Arboretum strives to reach a broad audience—children, families, gardeners, nature lovers, photographers, artists, hikers, bikers, as well as professional land planners, natural resource managers, and horticulturists—through guided walks, lectures, demonstrations, children's programs, art program and exhibitions, and seasonal community events.

The Arboretum's native plant nursery sells more than 200 varieties of trees, shrubs, and perennials and offers the region's largest selection of ornamental native plants for Chesapeake gardeners and landscapers. Tours of the Arboretum, including its gardens and natural areas, are led by trained docents year-round. The Arboretum also offers more than 150 adult education programs throughout the year on topics ranging from horticulture and landscape design to natural history and botanical arts.

Arboretum educators use the children's garden, the wetland boardwalk, and the woodland paths for educational programs offered to preschool, elementary, and middle school students. The Arboretum Visitor's Center and grounds are also used for training by higher education institutions and professional organizations, including Chesapeake College, Washington College, University of Maryland Extension Master Gardeners and Master Naturalists, and the Maryland Department of Natural Resources.

The Arboretum strives to meet the standards and traditions of museums and the scientifically based horticultural collections of arboreta and botanical gardens by maintaining its plant collections and facilities at the highest quality and providing an educational program that accurately interprets its mission to the public. Five full-time employees, two part-time employees, three contract consultants, and over 75 volunteers support the Arboretum's operation.

This is an exciting time for Adkins Arboretum. Our community is growing, and with increased membership, we moved to free admission to lessen barriers that may keep people from visiting.

The construction of a new venue in Nancy's Meadow is well underway with the completion of a terrace at the 'high' point. Design of the shade structure and seating are in progress, as is the Dalle de Verre and ceramic five-panel mural by artist Mike Pugh. The entire project will be completed in 2025.

In addition, the Arboretum received an FY24 Congressional Directed Spending award to support the new venue, additional site amenities, and an amenities/master plan to provide direction for future development.

To learn more about the programs and activities at the Arboretum, please see www.adkinsarboretum.org