



JOB TITLE: Assistant Gardener
EMPLOYMENT CATEGORY: Full-time / Hourly, Non-Exempt
COMPENSATION: \$18 to \$20 hourly
REPORTS TO: Property Manager

ABOUT HISTORIC ANNAPOLIS

The mission of Historic Annapolis is to *Preserve* and *Protect* the historic places, objects, and stories of Maryland's capital city, and provide engaging experiences that *Connect* people to the area's diverse heritage. HA serves as a steward of a dozen historic buildings for the State of Maryland, operates multiple historic house museums, advocates for historic preservation, and is currently engaged in an extensive, state-of-the-art restoration of a National Historic Landmark.

Summary: The Assistant Gardner performs various gardening and maintenance activities to ensure the landscaping, grounds and outdoor areas of the Historic Annapolis campus are safe, attractive, and well-maintained. The Assistant Gardener also assists with healthy plant growth, landscape appearance, and proper maintenance of green spaces. This position reports to the Facilities Manager but may also take direction, as necessary, from the Gardener position.

Essential Duties and Responsibilities include, but are not limited to, the following:

- Plant, water, prune, and care for trees, shrubs, flowers, and other plants.
- Maintain gardens, flower beds, lawns, and landscapes, ensuring they are visibly appealing.
- Mow, trim, edge and weed lawns to maintain clean and manicured grounds.
- Prepare soil for planting by adding fertilizers, compost, or other amendments.
- Perform seasonal tasks such as leaf removal, snow clearing, or the protection of plants during extreme weather conditions.
- Operate and maintain gardening tools and equipment, such as lawnmowers, trimmers, and shears.
- Collect and dispose of green waste, including grass clippings, leaves, and plant debris.
- Work with volunteers to ensure grounds meet specified requirements.
- Set up and take down tables and chairs for various events.
- Assist with plant sale.

EDUCATION and EXPERIENCE:

High School Diploma or GED required. Certification in landscaping, horticulture, or a related field is preferred. Prior experience must include plant care and grounds maintenance. Ability to multi-task, work under pressure, and meet deadlines required.

Other Qualifications:

- Strong knowledge of landscaping practices and using groundskeeping tools and equipment.
- Excellent organizational and problem-solving skills in a fast-paced, team-oriented environment.
- Ability to operate gardening tools and machinery.
- Knowledge of plants, horticulture techniques, and landscaping designs.

- Good attention to detail and creativity in garden design.
- Basic computer skills. An understanding of computer hardware, operating systems (Windows), internet usage, and software applications. This also includes keyboard proficiency and the ability to operate standard office software.
- Valid driver's license.

EQUAL OPPORTUNITY EMPLOYER

Historic Annapolis is an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by state or federal law.

To apply, please send your cover letter and resume via e-mail with the subject "Facilities Assistant position" to hr@annapolis.org by October 31, 2025.