

## Salisbury House & Gardens Horticulture Internship

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**Reports to:** Facilities and Projects Manager

**Internship period:** Required May – August 2025, Flexible September – October 2025

**Hours per week:** 20 - 40 hours, dependent upon number of positions hired (primarily Monday-Friday)

**Pay rate:** Ranging from \$12 - \$15/hour, depending on years in school and experience level

### Position Summary

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Salisbury House & Gardens in Des Moines, Iowa, is seeking a dedicated horticulture Intern passionate about gardening and looking to obtain hands-on experience in the field. Reporting and working alongside the facilities and projects manager, the horticulture intern will assist with grounds and gardens management, maintenance, and planting of the 10-acre historic property. The intern will acquire skills in native plant identification, invasive species management, woody plant care, and will learn about all aspects of garden management, care of the living collections, and maintaining ecologically balanced habitats.

The intern will perform regular horticulture maintenance duties, including planting, watering, weeding, pruning, and fertilizing. These duties involve manual labor, exposure to adverse weather conditions (particularly heat and humidity), dirt, and dust. The intern will be instructed in and exercise safe working practices.

Beyond the primary focus of contributing to a beautiful garden experience for every Salisbury House guest, this position will present the intern with many opportunities to broaden their experience within the horticulture field and to learn about different careers in public horticulture.

The horticulture internship is for individuals currently enrolled in a college curriculum focused on horticulture, land conservation, biology, or related fields.

### About Salisbury House & Gardens

Salisbury House was built in the 1920s by cosmetics magnate Carl Weeks and his wife Edith. The home was modeled after the King's House in Salisbury, England. The historic home contains authentic 16th century English oak woodwork, English flintwork and rafters that date back to the time of Shakespeare. Called a "national treasure," Salisbury house is graced with the family's original collection of original artworks, tapestries and antique furnishings. The home was built on a 9.4-acre wooded hill with commanding views. The home now functions as a museum, offering tours to the public, as well as an event venue for private rentals and Foundation events.

Our mission is to preserve, interpret and share the international significance of Salisbury House and its collections as a historic house museum for the educational and cultural benefit while serving as a unique community gathering place. Salisbury House is owned and operated by the Salisbury House Foundation, a 501(c)3 non-profit organization.

## Primary Job Duties

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- Ornamental gardening, including planting, mulching, staking, deadheading, weeding, pruning, watering, pest identification and integrated pest management, plant identification, and developing knowledge of plant, design, and material needs.
- General maintenance of gardens, horticulture buildings, and equipment, including raking, sweeping, cleaning, and repairs as needed.
- Propagation/Production, including collection, storage, and sowing of seed, cuttings, transplanting, watering, and additional plant care.
- Detecting possible disease, nutrient deficiency, or general plant unwellness and reporting damage to the supervisor. Identify weeds and implement control methods.
- Other departmental and/or organizational duties as needed (e.g., special events, etc.)
- Additional responsibilities as assigned or as interest is indicated by candidate.

### Qualifications:

Applicants must be enrolled in a university horticulture or related program or have recently graduated from one. Selection is based on both an evaluation of the candidate's application and number of positions available. The candidate must have educational and/or practical experience in horticulture, botany, and/or landscape design/maintenance. They must be enthusiastic about plants, conscientious of the environment, and willing to participate in all horticulture practices.

## Requirements for this Position

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- Any day off requests must be approved prior to the start of the internship. Work hours are primarily 9:00 am – 5:00 pm. Work hours and flexibility can be discussed during the interview process.
- Excellent communication skills over the phone, and in-person. Must always demonstrate professional behavior when working with vendors, the public, volunteers, and coworkers.
- We are looking for a self-starter who is interested in gaining hands-on experience in horticulture.
- Must be organized, responsible, have a great attitude, and be a team player.
- Candidate must be able to prioritize and handle a variety of assignments in a fast-paced workplace.

## Physical Demand/Work Environment

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The physical demand and work environment characteristics in the following chart are to be representative of the typical amount of time spent and conditions while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

0% Never **(N)**      <33% Occasionally **(O)**      33%-66% Regularly **(R)**      >66% Frequently **(F)**

Physical Demands		Work Environment	
Demand	Frequency	Demand	Frequency
Stand	F	Wet or humid conditions	O
Walk	F	Work near moving mechanical parts	F
Sit	O	Work in high, precarious places	O

Physical Demands		Work Environment	
Demand	Frequency	Demand	Frequency
Use hands to finger, handle or feel	F	Fumes or airborne particles	N
Reach with hands and arms	F	Works with flammable liquids or toxic or caustic chemicals	N
Climb or balance	F	Outdoor weather conditions	F
Stoop, kneel, crouch, or crawl	F	Extreme cold (non-weather)	N
Talk/ hear	F	Extreme heat (non-weather)	N
Taste/ smell	O	Risk of electric shock	N
Lifting <i>Up to 50 lbs.</i>	F	Risk of radiation	N
Vision Requirements	Close Vision	Vibration	N
<i>(Check all that apply)</i>	Distant		
	Vision		
	Color Vision		
	Depth Perception		
	Ability to adjust Focus		
		Typical Noise Level (Indicate Low, Moderate, or High)	Low to Moderate

### How To Apply

Application materials include resume, summer availability, and reason for interest in this internship. Applications will be accepted until position(s) are filled.

Please email required application materials to [contactus@salisburyhouse.org](mailto:contactus@salisburyhouse.org) or by mail at **4025 Tonawanda Drive Des Moines, Iowa 50312**