

**RE: GARDEN CURATOR VACANCY**

Thank you for your interest in the advertised vacancy for Garden Curator at Buda Castlemaine.  
We look forward to welcoming another member to our team to take on this important role as our current Garden Curator has resigned to take up another position

Please find here a copy of the position description providing full details of the skills and attributes required.

An important aspect of this position is the ability to work with and engage volunteers to assist with the many duties that are undertaken on a strict budget.

Far more than just a job, this position is ideal for someone who has a passion for heritage and tourism, and enjoys working with volunteers in a community context.

The hours / days of work will be negotiated with the successful candidate as will the starting date.

**Application must include:**

* Covering letter
* An outline of your skills and experience in relation to the Key Selection Criteria.
* Names and contact numbers of two referees.
* A contact number that we can easily reach you on during and/or after work hours.
* Resume
* Email address

**Send your applications to secretary@budacastlemaine.org**

**Proposed schedule:**

**Applications Close 5pm 10th March 2023**

**Short listing 16th March 2023**

**Interviews will occur week beginning 21st March 2023**

**Notification** - All applicants will be notified via email by 26th March 2023

The Interview panel representing the Buda Committee of Management will conduct the interviews and make the appointment.

Queries and questions can be directed to:  
Pat Grumont: Secretary Buda Historic Home and Garden

Phone: 0487786503

email: secretary@budacastlemaine.org

**BUDA HISTORIC HOME & GARDEN INC.**

**POSITION DESCRIPTION GARDEN CURATOR**

**Position:** **Garden Curator**  
**Hours:**  Permanent Part-time (20 hours per week)

**Reports to:** Buda Committee of Management  
**Effective date:** Negotiable with successful applicant

**Location:** Castlemaine  
**Supervises:** Volunteers and Contractors

**ABOUT BUDA**

Buda Historic Home and Garden has enjoyed prominence as a place of heritage significance and been a major draw card for tourists to Castlemaine, Central Victoria since opening to the public in 1982. The house & garden is held in trust for the people of Victoria by the Trustees of the Castlemaine Art Gallery and Historical Museum and managed by a voluntary Committee of Management, Buda Historic Home & Garden Incorporated. The property has achieved Museum Accreditation status and hosts an annual program of public events and activities with an average of 8,000 visitors and community users each year.

**THE BUDA GARDEN**

Commenced on a one acre allotment established in 1861, Buda was developed over 118 years of occupancy by the Leviny family into what is now a 1.2 hectare (3 acre) garden of national significance. The garden remains largely intact as one of the most significant large nineteenth/early twentieth century suburban gardens surviving in Victoria. It displays the ideals and aspirations of two generations of keen gardeners, demonstrating the changing styles, aesthetics and desires of the Leviny family over their long period of habitation at Buda. Please see <https://budacastlemaine.org/explore-buda/the-garden> for further information.

The garden incorporates mixed shrub, bulb and perennial plantings, a rose garden, a vegetable garden, open lawns, mature trees and a number of unique outbuildings.

A specialist nursery on site provides an interesting range of plants suitable to this area through on site propagation and the acquisition of appropriate wholesale plants.

As well as providing a valuable source of replacement plants for its own and other heritage gardens, Buda’s garden is well positioned to demonstrate to the community a sustainable response to climate/ecological issues affecting the broader community.

**GARDEN CURATOR ROLE**

The Garden Curator is responsible for the overall day-to-day management/maintenance of the garden, grounds and plant nursery, as well as monitoring of external structures and out buildings (fences, chook shed aviary etc.) The Garden Curator is a ‘hands on’ role directly delivering services as outlined below.

**Reporting Relationship:** The Garden Curator reports directly to the Buda Committee of Management

**Interaction:** The Garden Curator interacts with a wide range of people, such as other staff, Committee members, volunteers, donors, various Government department personnel (such as Heritage Victoria and Council), dignitaries.

**Core responsibilities:**

* Implement an ongoing program to care preserve and maintain the garden at Buda in line with professional horticulture practices, and heritage guidelines and Buda’s conservation maintenance plan
* Prepare and present the grounds for visitors while balancing the heritage values of Buda
* Monitor and coordinate the maintenance of grounds, external structures in line with

heritage and OH&S guidelines by implementing a program that includes routine and reactive maintenance

* On the job supervision of garden volunteers, contractors and work teams, providing expert advice to ensure all works are carried out safely and in a timely manner
* Oversee and document plant propagation and replanting of Buda plants.
* Maintain and develop the retail nursery through its presentation and regular stocking of appropriate plants
* Resolve any issues and problems arising relating to the garden, grounds, and external structures in an effective and timely manner with consideration for hours of work and budgetary constraints
* Manage and maintain garden equipment and maintenance of shed and storage facilities.

**The role also involves:**

* Physically demanding work outside including digging, carrying equipment etc.
* Training of garden volunteers in specific gardening skills as required
* Liaising with the House Curator on matters relating to the house exterior maintenance and ornamental collection of objects situated in the garden
* Liaising with the House Curator and Administration Manager on day-to-day operations including venue hire requirements and balancing venue hire requirements with the heritage values of Buda
* Liaising with external service providers and regulatory bodies e.g. Heritage Victoria, Mount Alexander Shire
* Attendance at monthly Committee meetings and other meetings as required, providing a written report and recommendations for Committee approval, advising on garden conservation, external structures and house exterior building maintenance issues needing attention
* Consultation on preparation of grant and sponsorship submissions relating to the garden and external structures
* Building of relationships with appropriate community groups for mutual benefit
* Identification and prioritisation of professional development opportunities for self and volunteers
* Writing a one page garden news piece for the quarterly Friends of Buda newsletter

**KEY OUTCOMES**

* Effective management, planning and monitoring of the Buda garden and grounds, external buildings to maximize preservation, public enjoyment and safety
* Timely liaison with external service providers and regulatory bodies
* Effective supervision and day-to-day support for a diverse range of volunteers, contractors and work teams
* Effective and timely resolution of issues and problems arising in relation to the garden, grounds, and external structures with consideration for hours of work and budgetary constraints.

**KEY SELECTION CRITERIA**

***Mandatory***

* Qualifications: Minimum: Certificate IV in horticulture.
* Experience: A minimum of 5 years experience in horticulture
* Driver’s Licence
* Basic computer skills

***Specialist Knowledge***

* An understanding of the ICOMOS Burra and Florence Charter and their application to heritage landscapes

***Skills and Experience***

* In managing a large (preferably heritage) garden and out buildings through the changing seasons
* In time management, priority setting and organising workload to meet objectives and deadlines within a tight budget
* In managing volunteers with a range of skills and personal attributes
* High level of self-motivation and problem solving skills
* Strong interpersonal skills
* Working knowledge and understanding of OH&S Guidelines
* Maintenance of gardening tools and equipment
* An ability to lift, dig and work outside in all weather conditions
* In managing contractors

***Desirable***

* Knowledge of Microsoft Office Suite
* Current First Aid Certificate
* Chain saw Licence
* Agricultural Chemical User permit

**ADDITIONAL INFORMATION**

* Salary: This permanent part time position comes under employment award ‘Nursery award 2020’

$27.78 per hour plus superannuation,

20 hour week paid fortnightly

* The successful applicant will be subject to a 3-month probationary period
* Days of the working week will be negotiable
* Salary sacrifice into Superannuation possible
* Annual leave four weeks pro rata per annum
* Paid personal leave eight days per annum accumulating.
* Long Service leave thirteen weeks pro rata after seven years service.
* Service terminates by one week's notice (first year) extending to four weeks' notice after four years' service

Buda Historic Home and Garden acknowledges the Dja Dja Wurrung people as the traditional owners of the land on which we operate. We recognise their continuing connection to land, waters and culture and pay our respects to their Elders past, present and emerging.