



**Arboriculture, Conservation and Landscape Apprentice
at the
Oak Spring Garden Foundation**

The Oak Spring Garden Foundation (OSGF) is a 501(c)(3) private operating foundation based in Upperville, Virginia with a mission to perpetuate and share Rachel Lambert Mellon’s home, garden, estate and Library to serve the public interest. The Foundation is dedicated to inspiring and facilitating scholarship and public dialogue on the history and future of plants, including the culture of gardens and landscapes and the importance of plants for human well-being. For additional information, please visit www.osgf.org.

OSGF is accepting applications for a landscape apprentice, **full time through December 2023**.

The Oak Spring Garden Foundation (OSGF) is a 501(c)3 private operating foundation based on a 700-acre estate in Upperville, Virginia with a mission to perpetuate and share Rachel Lambert Mellon’s home, garden, estate and Library to serve the public interest. The Foundation is dedicated to inspiring and facilitating scholarship and public dialogue on the history and future of plants, including the culture of gardens and landscapes and the importance of plants for human well-being. For additional information, please visit www.osgf.org.

Schedule:	Full-time, beginning May 2023 (or soon thereafter once the position is filled) through December, 2023 with the possibility to extend for a further 12 months through December 2024 upon successfully completing a 3-month probation period.
Location:	Upperville, VA; The Oak Spring estate (comprising Little Oak Spring and Rokeby Farm) is located in rural northern Virginia, 15 minutes from the nearest town..
Payment:	Salary is \$16.00 per hour, 40 hours a week. Paid holidays and PTO are also provided.
To Apply:	Please email a resume, cover letter outlining your qualifications for the position - and the names and contact details of three professional references - to hr@osgf.org with the subject line “ACL Apprentice – your name and the internship for which you are applying” . We will begin reviewing applications May 15, 2023 and will continue until the position is filled.

Summary of Positions and Responsibilities:

Arboriculture, Conservation and Landscape (ACL) Apprentice - The Oak Spring Garden Foundation (OSGF) is seeking an Arboriculture, Conservation and Landscape Apprentice. The position is both indoor and outdoor and will involve close liaison with the Biodiversity Management Team. Experience with invasive plant species control, landscape maintenance, arboriculture, and/or turf grass management is preferred. Proficiency in Microsoft Word, Excel, and PowerPoint is required. Familiarity with GIS software (preferably ESRI ArcGIS Pro and Field Maps app) and the use of GPS devices, digital cameras, and natural history applications like iNaturalist would be an advantage.

This position will report to the Head of ACL and will involve working closely with external partners and other OSGF staff across the 700-acre estate comprised of the Rokeby Farm and the Little Oak Spring tracts.

Qualifications

- Relevant coursework or work experience in horticulture and landscape management.
- Experience operating landscape maintenance machinery (e.g. lawn mower, weed strimmer) and using hand tools (e.g. pruners, hand saw, rake, shovel).
- Ability to meet the physical requirements of bending, standing for long periods of time, lifting at least 50 pounds, handling wildlife, stretching, working with sharp objects, and undertake monitoring and surveys outdoors year-round.
- Comfortable working outside, in varied weather conditions (including extreme heat and cold; and exposure to stinging and biting insects and animals) in a rural setting.
- Must be able to legally work in the United States.
- Must have a valid driver's license.
- Must have reliable transportation to and from OSGF daily. **Because OSGF is located in an area without access to reliable public transportation, we only recommend that applicants with access to a vehicle apply.**

Skills and Knowledge

- Basic working knowledge of horticulture and landscape practices including tree pruning, open space land management and ecological land management.
- Basic working knowledge of current trends and practices in environmentally sustainable horticulture.
- Ability to do repetitive tasks.
- Ability to work independently and also as a part of a team.
- Excellent time-management, communication, and organizational skills.
- Ability to concentrate on a task for long periods of time without being distracted.
- Dependable and collaborative team player.
- Must have physical stamina to participate in rigorous outdoor activities.
- Ability to exhibit safe and responsible conduct in outdoor environments.
- Ability to lift 50 pounds.

Working Conditions: Position will be mainly outdoors in all types of weather. The ACL Apprentice must be comfortable in a variety of settings - both indoors and outdoors. This position will also be exposed to a wide variety of temperatures including extreme heat and cold.

To Apply

Please email a resume, cover letter outlining your qualifications for the position - and the names and contact details of three professional references to hr@osgf.org with the subject line **“ACL Apprentice – *your name and the internship for which you are applying*”**. We will begin reviewing applications May 15, 2023 and will continue until the position is filled.

Oak Spring Garden Foundation is an equal opportunity organization and will not allow discrimination based upon age, ancestry, disability, gender identity, national or ethnic origin, race, religious belief, sex, sexual orientation, marital status, political belief, or veteran status.