



LIVING COLLECTIONS & SITE MANAGER

Organizational Background

The LSU Hilltop Arboretum is a 14-acre outdoor museum located on Highland Road, seven miles south of the LSU campus. Stewardship is shared by the LSU Robert Reich School of Landscape Architecture and the Friends of Hilltop nonprofit. Hilltop's mission is to provide a sanctuary where students and visitors can learn about natural systems, plants, and landscape design.

Position Overview

The Living Collections & Site Manager is responsible for the comprehensive care, maintenance, and strategic oversight of Hilltop Arboretum's 14-acre living landscape and site infrastructure. This includes all aspects of the living collections, site safety, ecological stewardship, and operational coordination. The role combines hands-on site work with leadership of contractors, interns, volunteers, and the Site Committee.

This position ensures Hilltop remains safe, beautiful, and true to its mission. The manager collaborates closely with the Director and supports goals of sustainability, education, and landscape design.

Key Responsibilities

Site Management & Infrastructure Oversight

- Oversee daily site operations and maintenance needs across the full 14-acre property.
- Monitor and maintain pathways, fences, signage, irrigation systems, lighting, and site drainage.
- Serve as primary point of contact for facility-related contractors (pest control, tree service, irrigation, etc.) in coordination with the Director.
- Perform regular inspections of site conditions and coordinate timely repairs and improvements.
- Ensure safety of staff, volunteers, and visitors by proactively addressing hazards or maintenance issues.

Living Collections Horticulture

- Manage horticultural health of plant collections, including meadows, woodland, pond, and nursery areas.
- Implement site master plan priorities related to planting and restoration.
- Harvest, propagate, and source native plants and seeds aligned with Hilltop's collection goals.
- Oversee planting, irrigation, pruning, weeding, mulching, and integrated pest management.

Collections Documentation & Mapping

- Maintain accurate digital plant inventory, labeling, mapping, and signage.
- Collaborate with Director and plant selection committee to expand and refine collections.
- Contribute to interpretive content related to seasonal interest and plant communities.

Contractor, Intern & Volunteer Coordination

- Supervise maintenance contractors, interns, and on-site work crews.



- Plan, lead, and delegate tasks for monthly volunteer workdays; coordinate with other stewardship groups.
- Provide training and supervision to ensure safe and efficient fieldwork.

Site Committee & Communication

- Serve as staff liaison to the Site Committee.
- Coordinate and facilitate regular Site Committee meetings, including agenda preparation, site updates, and follow-up tasks.
- Communicate project timelines, horticultural priorities, and site needs between staff, volunteers, and committee members.
- Support implementation of Site Committee recommendations in collaboration with the Director.

Education & Public Engagement

- Lead or support tours and educational programs that highlight Hilltop's living collections.
- Collaborate with staff to integrate native plant education into programs, signage, and outreach.
- Represent Hilltop's horticultural expertise at events and public-facing initiatives.
- The Living Collections Manager may be asked to perform other duties as needed, based on the evolving needs of the arboretum.

Qualifications

- Bachelor's Degree or 5+ years' experience in horticulture, forestry, landscape architecture, ecological restoration, or natural resource management.
- Proficiency in native plant ID and sustainable landscape practices.
- Demonstrated experience in site operations, facilities oversight, or public garden management.
- Strong project management, communication, and supervisory skills.
- Familiarity with irrigation systems, small equipment, and power tools.
- Comfort with mapping tools, databases, or GIS software preferred.

Physical Work Environment

Hilltop is a labor-intensive environment. This role requires outdoor work in varying weather conditions with frequent walking, standing, and lifting.

- Must be able to lift 50 lbs.
- Must have a valid driver's license.
- Proficiency with hand tools, power equipment, and safe work practices is required.
- Occasional use of standard office equipment is required for record-keeping and communications.

Hours & Compensation

- Part-time position, approximately 30 hours per week, year-round, with flexible scheduling. Additional hours may be required.
- Compensation \$22-30 per hour, commensurate with experience.



To Apply

Please email a letter of interest and resume with three (3) references to: Tara Titone, Director, taratitone@lsu.edu