

FILOLI INTERN/APPRENTICE TRAINING PLAN

Contact: Lucy Tolmach
Director of Horticulture
Filoli Center
86 Canāda Road
Woodside, CA 94062
Tel: 650-364-8300, Fax: 650-366-7836
Email: ltolmach@filoli.org

Training Plan – Horticultural Trainees

COMPANY OVERVIEW

Twenty five miles south of San Francisco, in a valley hidden from a major highway, lies the magnificent 654-acre estate of Filoli. Built in 1915-1917 by William Bowers Bourn II, the central portion of the estate contains the 43-room, Georgian-style brick residence and the Lurline B. Roth gardens. The property was given to the National Trust for Historic Preservation in 1975 by Mrs. William P. Roth, culminating her lifelong generosity in sharing her home and gardens for the benefit of the public. Filoli is a registered State Historical Landmark.

TRAINING OVERVIEW

Filoli offers training to motivated persons dedicated to the field of horticulture, public gardens and landscape preservation. These are hands-on, experience-based internships, requiring applicants who seek to involve themselves and ask questions. Trainees become a part of the garden staff team at the gardens and are exposed to the full range of tasks required of an historic landscapes' staff. Trainees are required to work a 40-hour week and are offered free housing with families in the local community in exchange for 8 hours of work per week.

Areas of activity include: garden maintenance, landscape preservation, propagation, plant records, mapping, interpretation, restoration, irrigation, retail nursery work, programs and events coordination, etc. Interns rotate through each of the five garden areas for ten weeks. After the initial basic training, six-month apprentices are assigned to one area of the garden based on garden needs and the interests of the apprentice. Applicants should have at least 12 units of credit of formal education in horticulture or a related field, plus some practical relevant experience (public or private gardens, greenhouses, arboreta, nurseries, etc.) Applicants must demonstrate their ability to perform well under direct supervision and enjoy working in teams and with volunteers of all ages.

LEARNING OBJECTIVES

By the time the trainee leaves the placement they will be able to:

1. Have an understanding of the unique horticultural skills required and the variety of jobs involved in effectively maintaining a public landscape; especially, an historic landscape

2. Identify common weeds, greenhouse plants, garden plants and native plants of the Northern California coastal woodlands and grasslands
3. Operate commonly used 2 and 4 cycle engines used in landscape maintenance
4. Know the proper names of hand tools and how to use them
5. Understand proper safety procedures and use of protective clothing
6. Learn the diagnostic signs and symptoms of common tree and landscape problems
7. Learn the proper way to use and care for hoses and orchard ladders
8. Learn the underlying principles of the design and history of a country place landscape
9. Learn to use the resources found in Filoli's Sterling Library of Landscape Architecture and to conduct research for independent projects
10. Learn how to set up group projects and work in teams

SKILLS TO BE ACQUIRED

The trainee will have the opportunity to enhance or acquire the following skills:

1. Routine garden maintenance, including: weeding, mulching, watering, pruning and planting
2. Propagation of plants by a variety of methods, including cuttings, division and seed
3. Containerized plant care and greenhouse management
4. Experience using the FileMaker Pro database for collections management purposes and plant labeling procedures
5. Visitor interaction skills
6. A working knowledge of conventional and computerized irrigation systems and their maintenance
7. Experience working with the public and garden volunteers
8. The operation of mowers, blowers, string line trimmers, power edgers and electric hedging shears

CHRONOLOGY OF TRAINING

Spring: (March-May)

This time of year the rains are ending and the soil starts to dry to a workable level. This is the beginning of the magnolia, camellia bloom, peak bulb displays (60,000 bulbs are planted each year) and a period of peak visitation. There is a lot to be done in the garden as well as in the nursery and on the grounds. Garden activities include winter clean-up, replanting of ornamental beds, replanting the kitchen garden, fertilizing, weeding, lawn care and maintaining display pots and beds. Nursery activities include plant orders, retail displays, seed propagation, plant sales, special nursery events and visitor interaction. Trainees help with setting up for the "Spring Fling and Flower Show" fundraising event. On the grounds there is mowing along the roadsides for fire prevention and spraying of exotic invasive weeds for restoration of the natural woodlands.

Summer: (June-August)

The 25 display parterres are in full bloom filled with summer annuals, including phlox, petunias, nasturtiums, begonias, etc. In the cutting gardens tall-stemmed dahlias, sunflowers, gladiolas, etc., bloom; and the perennial garden, kitchen garden and knot gardens shine. The Jazz at Filoli concert series begins, as well as the Wine with Roses fundraising event and a members-only

Twilight Stroll. Most of the activity during the summer is maintenance. The trimming of one mile of formal hedges and topiary found within the gardens occurs in the summer. Garden activities include watering, mulching, weeding, deadheading, event planning, and tours. Nursery activities include watering, seeding, cutting propagation, plant orders, and repotting the greenhouse collections.

Fall: (September-November)

Visitation slows. This is the best time for large construction projects like yew renovation and over seeding of formal turf areas. The retail nursery slows but propagation picks up and fall planting occurs. Over 60,000 bulbs of different kinds are planted in pots and in the beds. Garden activities include: capital projects (construction, landscape installations etc.), restoration planting, pollarding of plane trees, weeding, dividing perennial borders, watering, bed thinning and clean-up. Nursery activities include: budding of fruit trees, receiving and storage of bulbs, cutting propagation, seed propagation, divisions, up-sizing, plant sales, discount displays and watering. Fruits are harvested from the fruit gardens and the 10A orchard in preparation for the Filoli Autumn Festival which is a fundraising event featuring over 60 different types of heirloom fruits for tastings and cider. Twelve months of planning and construction culminate in the largest fundraising event of the year, "Holiday Traditions." The 43,000 square-foot mansion is decorated for the holidays with handmade wreaths and garlands, 25 cut trees are lit and decorated, and special holiday flowers and plants are displayed during the week-long event.

Winter: (December-February)

This is the rainy season. The gardens are closed to the public so staff can work on special projects and carry out routine pruning projects. This is a time when trainees can learn to prune mature wisterias vines, roses, espalier fruits, and orchard trees, This is the time when major tree work is done. Inside garden planning, record-keeping and research projects are addressed. Garden activities include: removal of dead trees and firewood splitting, orchard planting, major pruning, garden planning, safety training, library work, cleaning, reorganizing, major irrigation projects, plant records updates and equipment maintenance. Nursery activities include: grafting of fruit trees, reorganization and planning, sowing summer annuals, repotting containers, divisions and inventory.

PROJECTS TO BE COMPLETED

Trainees work under the supervision of trained professional horticulturists on any or all of the projects listed above. They are also encouraged to take on independent projects throughout their training. These are based on the trainees' interests and the garden's needs. Some independent projects that past interns have completed are as follows:

- Preparation and planting of an extensive (the world's largest) Hedera collection
- Sowing California native annuals for an educational display at the flower show
- Computerized mapping and collections management
- Developing educational materials for the training programs
- Developing a tree survey procedure to identify tree hazards

POSSIBLE INDEPENDENT PROJECTS FOR FUTURE TRAINEES

- Seed collection reorganization
- Drip irrigation installation for the Hedera collection
- In-house educational materials development
- Renovation of the woodland garden collections
- Renovation of the shrub borders
- Planning and curation of the cutting garden crop rotations and maintenance of the perennial border
- Survey the composition of the cover crops found growing in the fruit orchard
- Collecting seeds of natives for use in site restoration projects
- Curatorial projects in the gardens and the greenhouses

EXPECTATIONS

Trainees are temporary staff members and representatives of the gardens, and so are expected to conduct themselves in such a manner. Trainees are expected to be helpful, friendly and motivated, and to involve themselves wherever possible. They are expected to be responsible for managing their time efficiently, effectively and safely. Trainees should expect to participate in all special events at the gardens and are invited to attend educational lectures. Trainees may share a vehicle with the other interns but must obtain the California Driver's License and have a safe driving record. They are expected to conduct themselves in a responsible and courteous manner at work and also with their host families. Trainees are expected to help us create a better training program by vocalizing any concerns, problems or ideas they have. Most of all, trainees are expected to come prepared for a fun, educational and inspiring experience.

SUPERVISION, MONITORING, FEEDBACK, AND EVALUATION

Director of Horticulture Lucy Tolmach will be the direct liaison with the trainees and will be responsible for administering, scheduling, and monitoring the program. Trainees receive a training schedule with their area assignments and a special workshops schedule. An orientation is scheduled on the first day followed by a week of safety and equipment workshops. The trainees are evaluated every two weeks by the lead horticulturists, and the trainees evaluate the staff. These written evaluations are used to measure performance. Trainees go over their evaluations at the end of each two-week period and the trainees turn in their program evaluation to the Director of Horticulture. At the end of the program the trainees meet with the Director of Horticulture to review their performance and to offer their feedback. Trainees will be receiving continual feedback from the horticulturists they are working with and are encouraged to ask for specific feedback. Trainees are expected to keep a chronological journal of their activities and, in addition, the six-month apprentices are expected to work on an independent project two days per week after the initial basic 10-week training. They are given the scope of the project and then expected to be self-directed in determining their own priorities and time management to accomplish the goals of the project.

SPECIAL OPPORTUNITIES AND NOTES

Three afternoons per week the trainees work on special projects in teams, like planting bulbs, pruning roses, digging dahlias, etc. Of the time spent in the program, 11% is assigned to special skills workshops like plant identification walks, irrigation trouble-shooting, operating power equipment, hand tools, hoses and orchard ladders, back safety, ethnobotany and docent-led tours (SEE INTERN WORKSHOP SCHEDULE). Events and educational lectures held at the gardens are open to trainees while they are here when the subject is appropriate. Major events at the gardens include: a spring festival, an Easter egg hunt, a spring flower show, a series of six summer jazz concerts, the summer Wine with Roses event, an autumn festival, and a week-long holiday event called "Holiday Traditions." Other events include botanical art classes, interpretive walks, lectures from respected horticulturists, staff-led plant walks, volunteer appreciation events and more. Trainees learn to use the resources in the Sterling Library of Landscape Architecture for their independent projects.

RESOURCES AVAILABLE

Filoli, a property of the National Trust for Historic Preservation, is considered one of America's national treasures. The 654-acre former country place estate contains mature collections of rare ornamental plants and acres of pristine and diverse natural plant communities. The greenhouses and cold frames offer resources for learning propagation and nursery management and tropical plants. The 10-acre heritage orchard is the largest private collection of fruit germplasm in North America, with over 650 trees and 115 American table grape hybrids. Our full-time staff of 35, part-time staff of approximately 30, volunteers (over 1,200) and interns, together comprise hundreds of years of experience and vast libraries of information. Our professional horticultural staff have connections with experts from other botanical institutions, thus increasing the wealth of available knowledge. The astute trainee will effectively utilize this incredible resource.

GEOGRAPHIC LOCATION, SOCIAL SETTING, AVAILABLE CULTURAL ACTIVITIES

Filoli is located 25 miles south of San Francisco in a coastal inland valley surrounded by thousands of acres of undeveloped San Francisco watershed lands. The gardens are sited 10 miles outside of the small town of Woodside. Close by are many other world class gardens, including Strybing Arboretum, UC Berkeley Botanical Garden, Ruth Bancroft Garden, UC Santa Cruz Arboretum, Luther Burbank Garden, Tilden Park Botanical Garden and others. The University of California at Davis is a half day's drive from Filoli and offers many seminar-type classes in horticulture. Locally, Foothill College, The College of San Mateo, Cañada College, San Francisco State College, San Jose State, and the University of California at Berkeley offer many classes on horticultural and botanical subjects and landscape architecture. Additional information on our gardens and how to apply to the internship program can be found at the following website: www.filoli.org.