Gibbs Site Production Manager

Position Title
Gibbs Site Production Manager

General Summary
The Gibbs Site Production Manager will oversee the annual production-related tasks at the Gibbs House Permaculture Research and Demonstration Site. Primary responsibilities include the planning, planting, cultivation, irrigation, harvesting, and distribution of greens, veggies, and produce. The Site provides a supportive research and education space for developing, testing, and learning about sustainable land management practices, food production, and ecological living.

The Gibbs House Permaculture Research and Demonstration Site is nearly two acres and features extensive annual vegetable gardens, two hoop houses, hugelkultur beds, native plantings, vermicomposting, a living fence, a seven-layer food forest, and more. Future plans for the site will include an outdoor education space and a sustainable renovation of the historic Gibbs House.

Major Duties
• Responsible for the production of crops, including the planning, planting, cultivation, irrigation, harvesting, and distribution of greens, veggies, and produce
• Provide oversight and mentorship for student farm assistants, interns, and volunteers
• Develop and maintain work plans, intern and volunteer schedules, and budgets
• Assumes primary garden management responsibilities in parallel with the Permaculture Program Coordinator
• Direct and assist with operation and maintenance of special projects including fencing, irrigation, carpentry, and other capital projects
• Work closely with the Coordinator of Sustainability Projects and the Permaculture Program Coordinator to provide students with experiences to build their understanding of sustainable agriculture
• Lead and execute projects as assigned by the Coordinator of Sustainability Projects

Minimum Qualifications
• Strong organizational and time management skills
• Personal commitment to sustainability
• Applied organic vegetable gardening knowledge
• Strong interpersonal, oral & written skills, and the ability to work independently and as part of a diverse team
• Detail oriented, creative, and high energy
• Self-starter and self-directed
• Ability to work outside in extreme hot or cold conditions and work occasional evening and weekend hours
• Ability to lift heavy objects 50lbs or more

**Desired Qualifications**
• Experience managing budgets and work plans, and supervising staff
• Possess experience and knowledge of farm management
• Experience applying permaculture principles

**Hours and Compensation**
Expected commitment is approximately 18-24 hours per week. Hours will vary during spring, summer, and fall semester to meet work expectations and work with your class schedule. Pay depends on experience and is consistent with student positions at the Office for Sustainability that have similar work responsibilities.

**Required Applicant Documents**
• Resume
• Cover Letter
• Contact info for 3 academic or professional references

**To Apply**
Candidates should submit a cover letter, resume, and contact info for 3 academic or professional references. The cover letter should address how your skills and experience qualify you to effectively manage the major duties of this position while acting as an effective team leader. Please submit application materials to wmu-sustainability@wmich.edu.

We are seeking to hire asap and will review applications upon receipt. For more information visit the Gibbs website: www.wmich.edu/sustainability/projects/gibbs

**Note:**
This description indicates the general nature and level of work performed by employees in the above job. It is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.