



# Production Manager

## Old Fort at Hesperus

Fort Lewis College  
Durango, Colorado

### Position Summary

The Production Manager plans and carries out vegetable production for the Farmer Training Program, which includes 1-3 acres in tractor cultivated production and the ½ acre Garden (in collaboration with the Garden Manager). As a staff member in the Farmer Training Program, the Production Manager is responsible for maintaining a productive demonstration farm; training the Garden Manager and Field Assistants, planning and coordinating weekly farm tasks; and teaching program participants, including through in-field demonstrations and classroom presentations. The Production Manager works closely with the Farmer Training Coordinator to plan and cultivate positive participant experiences. This position is grant funded through August 2024.

### Minimum Qualifications

- Four or more seasons of vegetable growing experience
- At least one season growing at high elevations or in short seasons
- Three or more years' experience in leadership or teaching roles, especially in a farming context
- At least one season of experience operating a tractor
- Significant experience working independently as a farmer or in a physical job
- Successful experience working collaboratively as part of a team
- Proficient with the use of Microsoft Office programs and Dropbox
- Ease with email, text and phone calls as forms of team and professional communication

### Preferred Qualifications

- College degree in agriculture or related field
- Experience in or desire for fostering program growth

### Major Responsibilities

- Manages vegetable production in the farmer-in-training field, including meeting production targets, crop planning, crop counting, harvesting, controlling weed pressure, scheduling irrigation, following food safety guidelines, and succession planting
- Cares for infrastructure (coordinating care and upkeep of high tunnels, prop house, irrigation, equipment; procuring supplies)
- Provides daily oversight, training, and instruction to field assistants, farmers-in-training, FLC interns, and groups of volunteers
- Leads field work and in-field demonstrations
- Keeps clear and up-to-date farm and food safety records
- Operates tractors and small equipment and performs maintenance
- Improves and refines farm systems, including irrigation, crop rotations, and equipment
- Carries out the daily labor of farming, including soil preparation, weeding, hoeing, irrigating, harvesting, packing, and delivering
- Implements small infrastructure projects
- Sets a positive, respectful tone
- Performs and models fast-paced work
- Demonstrates a commitment to diversity, equity, inclusion, and student success, as well as working with broadly diverse communities

- Maintains knowledge and awareness of digital accessibility including the American with Disabilities Act and Section 508.
- Produces and remediates digitally accessible materials in accordance with FLC standards.

Additionally, the Production Manager will participate in these areas:

- Participating actively in staff meetings
- Assisting with recruitment for programs
- Mentoring participants
- Developing new partnerships, accounts, and community relationships
- Writing grants and assists with program development
- Planning and executing annual fundraisers and events, including annual convergence
- Creating content for social media and newsletters
- Working on program evaluation surveys and data collection
- Performing other duties as assigned

### **Work Conditions**

The work environment characteristics described here are representative of those that an employee can expect while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is primarily conducted outside or in high tunnels in all weather
- Work may occur in heat, cold, snow, rain, wind, and other extreme weather conditions.
- Work may occur adjacent to tractors or require use of small machines (moderate noise).
- Office space is shared.

### **Compensation**

Salary is \$20 per hour [plus a comprehensive benefits package](#) for this part-time (75%) position. Approximately 40 hours/week April through September and 20 hours/week October through March.

### **Application Process**

A complete application packet includes:

- Cover letter addressing interest and qualifications for position
  - Include details regarding how your personal and professional experiences allow you to encourage a learning environment grounded in equity and inclusion. “How do you envision contributing to Fort Lewis College’s commitment to equity and inclusion?”
- Resume
- Names and contact information for three current, professional references

**Submit materials as one PDF file via email to:**

[ProductionManager-Search@fortlewis.edu](mailto:ProductionManager-Search@fortlewis.edu)

**Application materials received by November 14, 2021, will receive full consideration.  
Position will remain open until filled.**

*The successful candidate will be required to submit original, official college transcripts,  
and pass a background check.*

## The College and the Community

[Fort Lewis College](#), a public institution located in [Durango, Colorado](#), offers degree programs in arts, business, education, health fields, humanities, social and natural sciences, and teacher education. Our inspiring mountain campus is located atop a scenic mesa overlooking historic Durango and situated between the San Juan Mountains and the desert Southwest. We are committed to accessible and high-quality baccalaureate education, and our hallmarks are remarkably close relationships between students and faculty, the freedom of intellectual exploration, and the challenge of experiential learning. Our 3,300 students come from 48 states, 17 countries, with 36% Native American and Alaska Native backgrounds, and 11% Hispanic backgrounds. Durango is a thriving multicultural community of 18,500 set along the beautiful Animas River Valley. Averaging 300 sunny days per year, the community is known for its outdoor lifestyle and friendly, festive atmosphere. Durango is also the cultural and economic hub of the Four Corners region, rich in dining, shopping, and entertainment, and linked with airline service to hubs in Denver, Phoenix, and Dallas.

## Equal Opportunity

Fort Lewis College does not discriminate on the basis of race, age, color, religion, national origin, sex\*, disability, sexual orientation, gender identity, gender expression, family or domestic status, political beliefs, veteran status, pregnancy, or genetic information. Accordingly, equal opportunity for employment shall be extended to all persons. The College shall promote equal opportunity, equal treatment, and affirmative action efforts to increase the diversity of students, faculty, and staff. The College is dedicated to building a culturally diverse and pluralistic faculty and staff committed to teaching and working in a multicultural environment.

To file a report, get resources, read policies, or make an appointment, See [www.fortlewis.edu/CARE](http://www.fortlewis.edu/CARE).

Questions about Title IX sex discrimination? Office of the Title 9 Coordinator Molly Wieser 230 Skyhawk Station 1000 Rim Drive Durango, Colorado 81301 (970) 247-7241 <a href="mailto:wieser_m@fortlewis.edu">wieser_m@fortlewis.edu</a>	Other discrimination questions? Office of the Equal Opportunity Coordinator David Pirrone 192 Education Business Hall 1000 Rim Drive Durango, Colorado 81301 (970) 247-7182 <a href="mailto:djpirrone@fortlewis.edu">djpirrone@fortlewis.edu</a>
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Information about Fort Lewis College's alcohol and drug policy, sexual assault policy, campus security policies, campus crime statistics, fire safety procedures and fire statistics, and campus/community resources can be found in the [Annual Security and Fire Safety Report](#). Hard copies are available upon request.

\* Title IX of the Education Amendments of 1972 and Part 106 of the Code of Federal Regulations (CFR) prohibit discrimination on the basis of sex, including in admission and employment. Inquiries about the application of Title IX and CFR 106 to Fort Lewis College may be directed to FLC's Title IX Coordinator and/or to the Assistant Secretary for Civil Rights of the Department of Education.

## ADAA Accommodations

Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete an employment assessment. To request an accommodation, please contact Kristin Polens by phone 970-247-7459 or email [kpolens@fortlewis.edu](mailto:kpolens@fortlewis.edu) at least five business days before the assessment date to allow us to evaluate your request and prepare for the accommodation. You may be asked to provide additional information, including medical documentation, regarding functional limitations and type of accommodation needed. Please ensure that you have this information available well in advance of the assessment date.