

AN OPPORTUNITY TO JOIN A GREAT TEAM!

JOB TITLE: EVENT MANAGER
DEPARTMENT: OPERATIONS
REPORTS TO: MANAGER OF OPERATIONS

ABOUT USDAN:

Usdan opens up a world for children to joyfully express their creativity and develop their artistic skills. Each summer, Usdan brings professional teachers and artists – actors, directors, playwrights, painters, sculptors, musicians, composers, dancers, poets, and novelists – to teach and collaborate with our campers, ages 5 to 18. Set on 140 acres of natural beauty in Wheatley Heights, Long Island, NY. Usdan is a safe, welcoming place within which campers have the freedom to build new friendships, explore nature, develop personal independence, and have fun, alongside their art making.

POSITION SUMMARY:

This is an opportunity for a theatrical stage manager or production manager who has experience or is looking to transition to live events including dance recitals, weddings, concerts, corporate retreats. The ideal candidate loves to spend time outdoors.

The Event Manager is responsible for:

- General oversight of assigned events on campus. Events include (but are not limited to) dance recitals, music concerts, corporate parties, and campus-wide festivals.
- Maintaining professional communication and demeanor with colleagues and external partners.
- Supervise non-union stage hands during load-in, performance, and strike.
- Supervise Event Staff whose responsibilities include directing traffic and parking, room set-up requests, and cleaning.
- Supervise and brief security guards before, during, and after events.
- Coordinate with House Management on all audience facing areas.
- Effectively communicate to all guests and external partners to respect the grounds and maintain the safety and cleanliness of the campus at all times.
- Working closely with Manager of Operations to staff & schedule events.
- Other duties as assigned.

This is a hands-on, supervisory position. The Events Manager will supervise:

- Non-union Stagehands
- Event Staff
- Event Security



To perform this job successfully, you must be able to work in an outdoor camp environment. Successful candidates will have superior leadership skills with the ability to work independently as well as lead a team. Perhaps most importantly, successful candidates consistently demonstrate empathy and respect for children and colleagues. Usdan provides staff with protocols at the beginning of the season that they are expected to read and follow. Usdan staff also understand that new challenges may arise during the camp season and often work together to problem solve and determine necessary solutions.

JOB REQUIREMENTS:

QUALIFICATIONS:

- Stage or Production management experience a must.
- Ability to work independently as well as lead a team.
- Ability to meet the physical demands of the job which could include standing for long periods of time, climbing ladders, lifting heavy loads of 25 pounds.
- Intermediate knowledge of computers and technology.
- Commitment to safety rules.
- Willing and able to work in all weather conditions.
- Interested in learning new skills.
- Honest and ethical with a can-do attitude and the ability to find “yes”.
- Sense of humor a must.
- Good communication skills.
- Must complete New York State required trainings, including but not limited to a Sexual Harassment Prevention training and a Child Abuse and Neglect/Maltreatment Identification. Links to required trainings will be provided after hiring.
- Must be fully vaccinated against COVID-19, and if eligible as defined by the CDC, have received a COVID-19 booster shot before the first day of employment.

EVENT SEASON DATES AND TIMES:

- This is a full time seasonal position with 40 hours weekly, April 8, 2022 – June 26, 2022, with possible dates in July and August and into the fall season.

COMPENSATION AND BENEFITS:

- Compensation: \$27 - \$32/hour, commensurate with experience.
- Usdan summer camp tuition discounts for school aged dependents of faculty.
- Workshops in subjects like yoga, ceramics, and archery with other faculty and staff, if offered.

TO APPLY:

- Please apply through our online application: <https://www.usdan.org/employment>
- PDF files are preferred attachments. No phone calls please.

USDAN SUMMER CAMP FOR THE ARTS



USDAN CENTER FOR THE CREATIVE AND PERFORMING ARTS A/K/A USDAN SUMMER CAMP FOR THE ARTS IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO CREATING AN INCLUSIVE ENVIRONMENT FOR ALL EMPLOYEES. WE WELCOME APPLICANTS FROM DIVERSE BACKGROUNDS TO APPLY THEIR UNIQUE BACKGROUNDS, PERSPECTIVES, SKILLS AND TALENTS TO FOSTER AN OPEN, COOPERATIVE, AND DYNAMIC ENVIRONMENT WHERE EMPLOYEES AND USDAN ALIKE CAN THRIVE. ALL EMPLOYMENT IS DECIDED ON THE BASIS OF QUALIFICATIONS, MERIT, AND BUSINESS NEED.