

## AN OPPORTUNITY TO JOIN A GREAT TEAM!

**JOB TITLE:** EVENT STAFF (USHERS/CLEANERS/PARKING ATTENDANTS)  
**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:

Event Staff are entry-level positions to join the small team at Usdan Summer Camp for the Arts on our 140-acre architecturally significant campus. We are looking for Event Staff to work irregular hours for live events in our outdoor amphitheater, and other outdoor spaces around campus. No prior experience is required, we are willing to train!

- Events begin on May 4, 2023. Training and preparation will occur the week of May 1.
- Responsibilities include:
- Maintaining cleanliness of all used spaces on campus including bathrooms and event venue during and after rehearsals, performances, and all other events on campus.
- Setting up tables, chairs, signage, pop-up tents, temporary lighting, and all other ancillary equipment for events.
- Trash removal.
- Directing patrons to the appropriate areas when arriving on campus.
- Other duties as assigned.

Successful candidates will have the ability to be professional and courteous and the ability to work nights, weekends and irregular hours. Perhaps most importantly, successful candidates consistently demonstrate empathy and respect for children and colleagues.

To perform this job successfully, you must be able to work in an outdoor camp environment and communicate effectively. Usdan provides staff with protocols at the beginning of the season that they are expected to read and follow. At the same time, Usdan staff understand that new challenges may arise during the camp season and often work together to problem solve and determine solutions as we go.



## JOB REQUIREMENTS:

### QUALIFICATIONS:

- Must be at least 16 years old, and have a high school diploma, GED, or equivalent.
- Ability to meet physical demands of the duties which includes standing and walking for long periods of time and lifting heavy loads up to 50 pounds.
- Ability to work night, weekends, and irregular hours.
- Strong interpersonal skills needed.
- Willing and able to work in all weather conditions.
- Capacity to work both independently and as a team.
- Ability to follow instructions from supervisors.
- Honest and ethical.
- Can-do attitude with the ability to find “yes”.
- Ability to maintain a positive outlook and a “go with the flow” attitude.
- Have a reliable means of transportation.
- Ability to be punctual and reliable.
- 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.

### COMPENSATION AND BENEFITS:

- \$15 per hour
- 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 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.**

# USDAN SUMMER CAMP FOR THE ARTS

