

## AN OPPORTUNITY FOR CONTEMPORARY ARTISTS AND EDUCATORS

**JOB TITLE:** PROGRAM ASSISTANT  
**DEPARTMENT:** ADMINISTRATION AND EDUCATION  
**REPORTS TO:** DIRECTOR OF ADMINISTRATION AND EDUCATION DIRECTOR

### 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:

The Program Assistant supports Usdan's Director of Administration and Education Director by providing programmatic and clerical assistance, aiding in written and oral communications, receiving guests and visitors, and scheduling. The position will be full time, with potential for remote work, April - June and on site for the eight-week summer season, June 27- August 19.

The Program Assistant will fulfill duties including the following:

- Provide programmatic support to the Director of Education and Director of Administration, including organizing and implementing projects involving faculty and artists in residence.
- Work with the Education Director and Director of Administration to support faculty and staff such as ordering supplies, organizing materials, sending email information, monitoring hiring, answering questions.
- Uphold a strict level of confidentiality.
- Support any aspect of Usdan's work for which the Director of Administration and Education Director are responsible.
- Event planning and day-of support for events such as Staff and Family Orientations and our annual Gala.
- Coordination of the Welcome Center including ordering, organizing and tracking merchandise sales

The Program Assistant will work with a team of arts and education professionals to support a diverse body of students.

Successful candidates have a willingness to try new things, welcome feedback, and are able to follow directions. They are adaptable and enthusiastic about arts education. They are self-starters as well as collaborators. They can learn on the job and be part of a team that adapts routines as the



summer goes. 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 with other staff effectively.

## **JOB REQUIREMENTS:**

### **QUALIFICATIONS:**

- Minimum of one or more years of experience in a professional office environment
- Knowledge of or interest in art, creative practice and/or education
- Proficiency with Google Suite, Microsoft Office, with an ability to become familiar with Usdan-specific programs and software
- Outstanding oral and written communication skills
- Excellent at prioritizing and follow-through
- Attention to detail
- Takes direction well
- Strong organizational, project management and problem-solving skills with proven multi-tasking abilities
- Exceptional interpersonal skills
- Friendly and professional demeanor
- Must complete New York State required trainings, including but not limited to a Sexual Harassment Prevention training. 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 the camp season.

### **2022 SUMMER SEASON DATES AND TIMES:**

- Spring office hours, Monday - Friday, 9:00AM - 5:00PM (8 hours per day, the time may be adjusted to accommodate needs)
- Monday - Friday, June 27 - August 19, 2022, 8:30AM - 5:30PM, closed July 4.
- Weekend and evening commitments include:
  - o Staff Orientation: scheduled for Saturday, June 4, 8:00am-7:00pm
  - o Family Orientation: TBD, a three-hour event to host families in the studios on campus. Usually on a weeknight in June).
  - o Usdan Gala: Wednesday, July 20, time TBD, tentatively 12-6pm
  - o Staff Appreciation Breakfast: Thursday, July 21, 7am-9am

### **COMPENSATION AND BENEFITS:**

- The Program Assistant will be paid at an hourly rate of \$17/hour.
- Complimentary use of studio space for their own artistic purposes, pre- and post-season, pending availability; semi-weekly use of swimming pool after camp hours; and occasional use of other facilities (*e.g.* tennis courts).
- Usdan summer camp tuition discounts for school-aged dependents of staff.

# USDAN SUMMER CAMP FOR THE ARTS



- Workshops in subjects like yoga, ceramics, and archery with other faculty and staff, if offered.
- Transportation:
  - Free parking on campus
  - Subsidized LIRR train ride or toll reimbursement for NYC-based staff provided at the end of the season.

## **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.**